# CASIO  SEC-2000

## OPERATION MANUAL

# BASIC FUNCTIONS INDEX

Ensure register is turned to REG mode

# 1.  Making a Sale

1. Enter the price of the item
2. Press the department the item belongs to
3. Repeat steps 1 and 2 until all purchased items are processed
4. Press SUBTOTAL for the total amount due
5. 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
6. The amount of change to be given to the customer will display on the screen and receipt will print if turned on.

If the prices are programmed in for specific items then the corresponding department key will be pressed, instead of the price and the department key.

# 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 key
3. Press the dollar amount of each item (eg 150)
4. Press the department of the item you are selling (eg pie)
5. Press SUBTOTAL to give the total amount due
6. 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
7. The amount of change to be given to the customer will display on the screen and receipt will print if turned on.

If the prices are programmed in for specific items then the corresponding department key will be pressed, instead of the price and the department key.

# 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 amount to be refunded and corresponding department
2. If the prices are programmed in for specific items then RF then the corresponding department key will be pressed, instead of the price and the department key

# 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. Enter the price of the item then press the department the item belongs to. If the prices are programmed in for specific items then the corresponding department key will be pressed, not the price then the department key.
2. Enter the amount to be discounted (eg 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. Enter the price of the item then press the department the item belongs to. If the prices are programmed in for specific items then the corresponding department key will be pressed, not the price then the department key.
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 twice to print receipts for every transaction. When receipts are set to print a light will be displayed on the screen.
If the receipt function is switched off a receipt can still be printed by pressing the POST RECEIPT key

# 11.  EFTPOS Cash Out

## - No Eftpos Interface

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

- ## <u>Interfaced Eftpos</u>

- **Cash Out with a Purchase**

1. Enter items
2. Press SUBTOTAL
3. Enter Amount of Cash Required
4. Press EFTPOS

- **Cash Out  (no purchase)**

1. Enter the amount of Cash Required
2. Press EFTPOS

# 12.  <u>PLU's</u>

1. To make a sale using the programmed PLU number (ie numbers 25-1200) enter the number of the PLU
2. Press the PLU key
3. If more than one item is being purchased enter these items using either the PLU number and PLU key or the department keys
4. Press the  SUBTOTAL key and this will display the amount due

# 13.  <u>Assigning A Clerk</u>

1. To assign sales to a particular assistant or clerk, enter the number of the clerk (ie 1)
2. Press the OPEN CLERK key
3. To assign another clerk enter the number of the new clerk and press the OPEN CLERK key
4. Process the sale as normal

Clerk control features must first be originally set up by your Casio dealer before assigning a clerk will work.

# 14.  Explanation Of Correction Keys

ERROR CORRECT
Used to take off last item before CASH key has been pressed. Only takes off last sale item.

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
Cancels 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

# 15.  Tabs

This Cash register has <u>limited</u> ability to hold a small number of tabs. Tabs have a maximum of 25 or so items before they will fill up and you need to cash them off.  To operate a tab:

1.  Enter the tab number (e.g. 5) and press the open tab key. The tab will open up and will display the current balance and number of items charged to the tab (if any).
2. Ring on the items to be charged to the tab.
3. Press close tab.

   To add further items to a tab, repeat steps 1 to 3 above.

To get a print out of what has been charged to a particular tab, enter the tab number and press Receipt.

To pay off a tab, repeat step 1 above, then press Cash/Eftpos as appropriate.

To get a list of all open tabs and their balances (but without clearing the balances), turn key to X mode (not Z) and press the RC key 5 times. The display should show OPEN CHK.  Press Cash <u>twice</u>.  Turn key back to REG.  Note – if you run this report with the key in Z mode, you will clear the balances on all tabs!!

Note that items are not counted as being sold when they are added to a tab, so they will not appear in that day's sales.  They will only appear in the daily sales totals on the day the tab is paid.

# PROGRAMMING INDEX

## Programming Notes:

The new Casio range of cash registers are the most advanced ECR system on the market, it incorporates easy programmability with complex functions, to form a system that can suit any retail requirements. While basic programming changes can be performed by the end user (price changes and descriptions), it is advised that more advanced features should be programmed by an authorised CASIO dealer. The use of specialised back up and programming software enables us to safeguard your valuable data before changes are made. If you are unsure about the steps you are about to attempt, we suggest you seek professional help from our support staff.

# 1. Changing Prices

1. *TURN*        Turn key to the PROGRAM position

2. *DISPLAY*     Should show P01

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

# 2.  Name Changes

1. *TURN*          Turn key to the PROGRAM position

2. *ENTER*         2

3. *PRESS*         Subtotal button

4. *DISPLAY*       Should show P02

5. PRESS           The item button you wish to change

6. *TYPE*          New description (using the keys on the keyboard) up to 12 characters.

7. *PRESS*         00 Button then press the CASH key

8. *REPEAT*        Steps 5 to 7 until finished

9. *PRESS*         Subtotal button to finish

10. *TURN*         Key back to REG

# 3.  Clerk Name Changing

1.  *TURN*          Turn key to the PROGRAM position

2.  *ENTER*         2

3.  *PRESS*         Subtotal button

4.  *DISPLAY*       Should show P02

5.  *ENTER*         XX07

        Where XX stands for the memory number of each clerk.
        Ie. 0107 Jeannie, 0207 Leanne, 0307 Holly, 0407 Tania

6.  *PRESS*         Subtotal button

7.  *TYPE*          New clerk name (using keys on the Keyboard)

8.  *PRESS*         CASH (or TOTAL) button

9.  REPEAT          Steps 7 & 8 as necessary for sequential clerk names otherwise repeat steps 5 – 8 for non-sequential clerk names

10. *PRESS*         Subtotal button to finish

11. *TURN*           Key back to REG

# 4.Adding / Changing PLU's

## This job will enable you to add & change PLU's

(NOTE: PLU's must start from 25 and can go up to 1200)

TURN THE KEY TO PGM POSITION

01.  ENTER          2

02.  PRESS          SUBTOTAL

03. ENTER           PLU# (eg 25-1200)

04. PRESS           PLU# Key

05.  TYPE           Description using keys on keyboard

06.  PRESS           CASH key

07.  REPEAT         Steps 5 to 6 as required for sequencial
                    PLU's. Steps 3 to 6 for non-sequencial
                    PLU's.

08.  PRESS          SUBTOTAL

# (This part enters the price for the PLU)

TURN KEY TO PGM

09.  PRESS     1 then SUBTOTAL

10. ENTER     PLU# (eg 25 to 1200)

11. PRESS     PLU# Button

12. ENTER      $ Price without Decimal Point

13. PRESS     CASH Button

14.  REPEAT     Steps 12 to 13 as required for sequencial
                PLU's. Steps 10 to 13 for non-sequencial
                PLU's.


15. PRESS     SUBTOTAL

16. TURN      Key to REG

# 5.  Date and Time Programming

1. *TURN*           Turn key to the PROGRAM position

2. *DISPLAY*     Should show P01

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*        C/AC  Button

6. *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

7. *PRESS*        X / Time Date button

8. *PRESS*        C/AC  Button

9. *TURN*           Key back to REG

# 6.  Reports

# **Important**

- The reset operation issues a report and also clears all sales data from the cash register's memory.


- Be sure to perform the reset operations at the end of each business day. Otherwise, you will not be able to distinguish between the sales data for different dates.

## *Daily Reports (for sales totals excluding PLU's)*

1.   *TURN*                    Key to the Z position (reset) or X for (read)

2.   SIGN ON            Press the Clerk Key  (where applicable)

2.   *PRESS*              *RC report to scroll through Report Options*

>    *EJ                      Electronic Journal*
>    *PLU                  PLU Report*
>    *GROUP            Group Report*
>    *OPEN CHK        Open Table Report*
>    *DAILY X/Z         Daily Report*

*3.   PRESS              CASH  when required option is on screen.*

## Weekly Read & Reset

1.   *TURN*                  Turn key to the Z2/X2 position

2.   *SIGN ON*          Press Clerk key (where applicable)

3.   *PRESS*              *RC report to scroll through Report Options*

>    *PERIODIC  1X (READ)*
>    *PERIODIC 1Z (RESET)*

4.   *PRESS*              CASH button when required option is on screen

## Monthly Read & Reset

1.  *TURN*          Turn key to the X2/Z2 position

2.  *SIGN ON*

3.  *PRESS*         *RC report to scroll through Report Options*

    *PERIODIC  2X (READ)*
    *PERIODIC 2Z (RESET)*

4.  *PRESS*         CASH button

3.  *PRESS*         CASH button when required option is on screen