CASIO SEC-3500

OPERATION MANUAL

*Please note: this model has a journal printer in addition to the receipt printer. For questions regarding the journal printer please contact TotalPOS Solutions on 03 3661090 or enquiries@totalpos.co.nz

IMPORTANT

If you see a * appear in the top right hand corner of the display, it means the Electronic journal is full. To avoid error messages when it is full, you need to clear the EJ as soon as possible after finishing the transaction. (see 14, page 7)

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. Clear the last item rung on

1. To clear the last item (before the subtotal key is entered) press the ERR CORR/CANCEL key.

4a. Making Corrections To A Transaction

1. Press the Up or Down Arrow. You'll notice you can now select an item. Arrow to the item you wish to remove
2. Press the CASH key
3. Press SUBTOTAL when finished removing items

4b. Cancelling a transaction
1. Press SUBTOTAL
2. Press ERR CORR/CANCEL

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. Assigning A Clerk

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. To Clear the Electronic Journal

1. Turn Key to Z

2. Press the down arrow until you see "EJ Clear"

3. "EJ Clear" should now be highlighted

4. Press Cash

5. Docket will print

6. Turn key back to Reg

15. 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

PROGRAMMING INDEX

1. Price Changes

2. Name Changes

3. Changing/Adding Clerk Names

4. Programming Time and Date

5. Reports

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 PGM position

2. *ENTER*   Press the down arrow until you see "system
                 "settings"

3. *DISPLAY*   "System settings" should now be highlighted

4. *PRESS*   Cash and now it should show PO1.

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

6. *PRESS*   The button that you wish to change

7. *REPEAT*   Steps 5 to 6 until finished

8. *PRESS*   Subtotal button to finish

9. *TURN*   Key back to REG

2. Name Changes

1.   *TURN*   Turn key to the PGM position

2.   *ENTER*   Press the down arrow until you see "system "settings"

3.   *DISPLAY*   "System settings" should now be highlighted

4.   *PRESS*   Cash and now it should show PO1.

5.   PRESS   2 and then Subtotal. Should now show PO2

6.   PRESS   The item button you wish to change

7.   *TYPE*   New description (using the number keys as a keyboard) up to 12 characters.

8.   *PRESS*   CASH key

9.   *REPEAT*   Steps 6 to 7 until finished

10. *PRESS*   Subtotal button to finish

11. *TURN*   Key back to REG

3. Clerk Name Changing

1. *TURN*   Turn key to the PROGRAM position

2. *ENTER*   Press the down arrow until you see "system "settings"

3. *DISPLAY*   "System settings" should now be highlighted

4. *PRESS*   Cash and now it should show PO1.

5. PRESS   2 and then Subtotal. Should now show PO2

6. *ENTER*   XX07

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

7. *PRESS*   Subtotal button

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

9. *PRESS*   CASH (or TOTAL) button

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

11. *PRESS*   Subtotal button to finish

12. *TURN*   Key back to REG

4. Date and Time Programming

1. *TURN*   Turn key to the PGM position

2. *ENTER*   Press the down arrow until you see "system "settings"

3. *DISPLAY*   "System settings" should now be highlighted

4. *PRESS*   Cash and now it should show PO1.

5. *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

6. *PRESS*   X / Date Time button

7. *PRESS*   C Button

8. *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

9. *PRESS*   X / Time Date button

10. *PRESS*   C Button

11. *TURN*   Key back to REG

5. 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.   *PRESS*   *CASH*

Weekly Read & Reset

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

2.   *PRESS*   Down arrow until you see periodic 1Z

3.   *PRESS*   CASH button

4.   *TURN*   The key to the REG position

Monthly Read & Reset

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

3.   *PRESS*   Down arrow until you see periodic 2Z

3.   *PRESS*   CASH button

4.   *TURN*   Key back to REG