CASIO TK-5100

CASH REGISTER

OPERATOR'S MANUAL

A. INDEX

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 button

4. *DISPLAY*   Should show PGM2

5. *TYPE*   *New* description (using the typewriter keyboard sheet) up to 16 characters

6. *PRESS*   00 button

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

8. *REPEAT*   Steps 5 to 7 until finished

9. *PRESS*   Subtotal button to finish

10. *TURN*   Key back to REG1

3. Group and Department List

When it comes to programming a new item onto the keyboard, or when making changes to the category or type of keyboard item, you may need to also change the group and department code to which the sales figures are entered into. ie a button earlier labelled beer is programmed as steak meal. In this case you will need to change the group and department links to enter the sales totals into the correct category. To assist in programming these changes you will need to know the following information:-

1.	*TURN*	Turn key to the PROGRAM position
2.	*ENTER*	6
3.	*PRESS*	Subtotal button
4.	*DISPLAY*	Should show PGM6
5.	*ENTER*	206 (for a group printout)
6.	*PRESS*	Subtotal button
7.	*ENTER*	205 (for a department printout)
8.	*PRESS*	Subtotal button
9.	*TURN*	Key back to REG1

4.Adding/Changing Group and Departments

This job will set up Groups & Department Names for flat PLU items.

1.	*TURN*	Turn key to the PROGRAM position
2.	*ENTER*	2
3.	*PRESS*	Subtotal
4.	*ENTER*	XX05
		XX = Department number from list 05 = Department
5.	*PRESS*	Subtotal key
6.	*ENTER*	Department description ie Haircuts using alpha keysheet (up to 12 characters)
7.	*PRESS*	00 key
8.	*REPEAT*	Steps 6 and 8 until all department names have been entered
9.	*PRESS*	Subtotal key
10.	*TURN*	Key back to REG1

To set up group names;
At step 4 enter XX06   XX = Group number
Follow the steps as above   06 = Group

5.Linking Groups and Departments

1. *TURN*   Turn key to the PROGRAM position

2. *ENTER*   3

3. *PRESS*   Subtotal button

4. *DISPLAY*   Should show PGM3

5. *ENTER*   1166

6. *PRESS*   Subtotal button

7. *ENTER*   The Department code XX, followed by the
                 Group code YY

                 (ie to set as linking to department 5 and group
                 8, enter the following code 0508)

8. *PRESS*   The item buttons to be linked

9. *REPEAT*   Steps 7 to 8 until finished

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 01
                  to 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. Reports

Daily READ

1. *TURN*   Key to the X1 position
2. *PRESS*   CASH

Daily READ & RESET

1. *TURN*   Key to the Z1 position
2. *PRESS*   CASH

Monthly READ & RESET

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

Open Table Report

1. *TURN*   Key to the X1 position
2. *ENTER*   25
3. *PRESS*   CASH

8. Explanation of Keys

ERROR CORR   Used to take off last item BEFORE Cash
key has been pressed. Only takes off last sale
item.

CANCEL   Used to clear whole sale BEFORE Cash
key has been pressed.

REFUND   Can be used to clear any item BEFORE
Cash has been pressed. Press refund button
then press preset price department or press
refund button, enter amount to be refunded then
department key

REFUND MODE   Used when sale has been processed or when a
customer returns an item later or wants a refund.
Turn key to RF mode. Enter sale exactly like you
would normally, press department button and
press Cash to finish. This will show up on the
reports at the end of the night under RF.
REMEMBER TO TURN KEY BACK TO REG

CASH OUT key   Registers cash taken out of the drawer. Enter
amount of cash out and press cash out key.

9. Error Modes

E03	*START*	Machine has initialised – contact The Cash Register Doctor
E04	*MODE*	Mode switch changed during transaction To clear - turn key round to a position where it no longer beeping and press subtotal
E06	*CLRK*	Clerk button has changed during Transaction. To clear press each clerk Button until beeping stops.
E07	*RCPT*	Receipt on/off switch has been changed during transaction. To clear turn switch back to other position