CASIO TK7000

OPERATION MANUAL

BASIC FUNCTIONS INDEX

Before Starting:
Ensure the switch on the right hand side of the machine (behind the small cover) is turned on, that register is turned to REG mode and that the light above CLK1 button (just beneath the display) is lit. (If this light is not lit, then press the CLK 1 button).

1. Making a Sale

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

Note – if the customer pays by cash, instead of steps 3 and 4 you can press one or more of the speed keys ($5, $10, $20, $50, $100) to match the customer's payment.

2. Multiple Tender

1. When your customer pays by more then one method (e.g. 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 (e.g. CASH)
3. Enter the amount to be paid by the second method
4. Press the key corresponding to the second method of payment (e.g. EFTPOS)

3. Making Multiple Sales Of Same Product

1. Enter the number of items you are selling (eg 4)
2. Press the Date/time/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 ERROR CORRECT key.
2. Press CANCEL to cancel the entire transaction
3. The C key clears the screen but does not remove items already added.

5. Refunds

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

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 (e.g. 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 Charge 15% holiday premium

1. Enter all items in normally the press the SUBTOTAL key
2. Press the holiday premium key.
3. Finalise the transaction I the normal way.

11. 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

12. EFTPOS Cash Out

1. This needs to be processed as a separate transaction.
2. Process the transaction for the total amount on the eftpos machine.
3. Complete the transaction for the sale on the till using the EFTPOS key.
4. Enter the amount of cash to be given out
5. Press the CASH OUT key on the register.

Note – the cash register will not provide a receipt for a CASH OUT unless the receipt light is on.

13. Assigning A Clerk

To assign a clerk press one of the clerk keys above the keyboard (eg CLERK 1 or CLERK 2 etc)

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 by pressing Sub Total first.

% 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

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.

Important please read this:

The incorrect programming of LINKS to GROUPS , DEPT's and PLU's can cause abnormal REPORT information. We advise that unless you know exactly how LINKS are set up for your machine, do not attempt to program these items. This also applies to the changing of PLU and DEPT names, an example of an incorrect name change that would conflict with LINKS is if a PLU or DEPT were to be programmed from a food item to a drink item: eg changing a DEPT name from CHOC CAKE to COLA the LINK would also have to be changed from a food group to a drink group. While this manual is correct to the best of our knowledge, we take no responsibility whatsoever, including: mis-interpretation, programming errors, loss of income and machine failure.

1. Changing Prices or Adding Prices to new items

1.   *TURN*   Turn key to the PROGRAM position

2.   *DISPLAY*   Should show P1

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. Name Changes, or adding names of new items

1. *TURN*　　　　Turn key to the PROGRAM position

2. *ENTER*　　　2

3. *PRESS*　　　Subtotal button

4. *DISPLAY*　　Should show P2

5. *TYPE*　　　　*New* description (using the typewriter keyboard sheet on the reverse side of the item keyboard) of up to 16 characters.

6. *PRESS*　　　00 button

7. *FLIP*　　　　Keyboard back to item menu

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

9. *REPEAT*　　Steps 5 to 8 until finished

10. *PRESS*　　Subtotal button to finish

11. *TURN*　　　Key back to REG1

3. Clerk Name Changing

1.	*TURN*	Turn key to the PROGRAM position
2.	*ENTER*	2
3.	*PRESS*	Subtotal button
4.	*DISPLAY*	Should show P2
5.	*ENTER*	XX07

Where XX stands for the memory number of each clerk.
Ie. 01 Jeannie, 02 Leanne, 03 Holly, 04 Tania

6.	*PRESS*	Subtotal button
7.	*TYPE*	*New* clerk name (using the typewriter keyboard sheet on the reverse side of the item keyboard) of up to 16 characters.
8.	*PRESS*	00 button
9.	*PRESS*	CASH (or TOTAL) button
10.	*PRESS*	Subtotal button to finish
11.	*TURN*	Key back to REG1

4. 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 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 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 P6
5.	*ENTER*	205 (for a department printout)
8.	*PRESS*	Subtotal button
9.	PRESS	Cash
10.	PRESS	Cash
11.	*TURN*	Key back to REG1

This gives you a list of the departments programmed into the till.

5. Adding/Changing Departments
This job will set up Department Names.

1. *TURN*   Turn key to the PROGRAM position

2. *ENTER*   2

3. *PRESS*   Subtotal

4. *ENTER*   0105

         01 = That it is the 1st Department (if you want to add/change department 12, enter 1205)

5. *PRESS*   Subtotal key

6. *ENTER*   Department description ie Haircuts using alpha keysheet (up to 12 characters)

7. *PRESS*   00 key Then CASH key

8. *REPEAT*   Steps 4 to 7 until all department names are entered

9. *PRESS*   Subtotal key

10. *TURN*   Key back to REG1

6. Department Linking

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

7. *ENTER*   Department code XX
   followed by 00 (ie to set as linking to
   department 2 enter 0200)

8. *PRESS*   Item button to be linked

9. *REPEAT*   Steps 7 and 8 until all links completed

10. *PRESS*   Subtotal key to finish

11. *TURN*   Key back to register

7. Date and Time Programming

1. *TURN*   Turn key to the PROGRAM position

2. *DISPLAY*   Should show P1

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 REG1

8.Reports

Flash Report (What have we taken so far today?

1.   *TURN*   Key to the X1 position

2.   *PRESS*   *DATE/TIME*

Daily Reports (End of Day)

1.   *TURN*   Key to the Z1 position

2.   *PRESS*   *CASH*

Weekly Reports

1.   *TURN*   Key to the X2/Z2 position

2.   *ENTER*   1

3.   *PRESS*   *CASH*

Monthly Reports

1.   *TURN*   Key to the X2/Z2 position

2.   *ENTER*   2

3.   PRESS   CASH

TK-7000 SCANNING INSTRUCTIONS

To Enter New Items

1.	TURN	Key to PGM
2.	PRESS	3 Subtotal
3.	ENTER	0071
4.	PRESS	Subtotal
5	ENTER	0
6.	PRESS	Cash
7.	SCAN	Barcode (or enter barcode number and press "Manual Scan" button)
8.	ENTER	Price (no decimal place)
9.	PRESS	Cash
10.	ENTER	Group# followed by Dept# then 00 (eg 000100) and press CASH <u>OR</u> Press Department button
11.	TYPE	Product Description
12.	PRESS	00 button
13.	PRESS	Cash
14.	ENTER	2
15.	PRESS	Cash
		Cash
		Cash

NOTES:

1. You <u>cannot </u>do this procedure while the shop is open for business. You will make mistakes when you are interrupted.

2. If you make a mistake, or think you may have made a mistake, press <u>subtotal</u> once only and wait. It may take some time for the machine to finish processing the items you have entered. You may need to re-enter the item you were working on when you made the mistake.

3. We recommend that you enter no more than 30 to 40 items at once. As you enter the items, they are stored in a buffer – if too many are entered at once the machine will slow down. As soon as the machine has finished (receipt is issued and cut) you can go back to step A4 above and enter more items.

To Maintain Existing Items

1. TURN   Key to PGM
2. PRESS   3 Subtotal
3. ENTER   0071
4. PRESS   Subtotal
5. ENTER   1
6. PRESS   Cash
7. SCAN   Barcode (or enter barcode number and press "Manual Scan" button)
8. ENTER   Price (no decimal place) – if no change, skip this step.
9. PRESS   Cash
10. ENTER   Group# followed by Dept# then 00 (eg 000100) and press CASH OR Press Department button. If no change, press CASH.
11. TYPE   Product Description. If no change, skip this step.
12. PRESS   00 button
13. PRESS   Cash
                      Cash
                      Cash
                      Cash

GO BACK TO STEP 5 TO REPEAT PROCESS OR PRESS SUBTOTAL AND RETURN KEY TO REG POSITION TO END.

To Delete Items

1. TURN   Key to PGM
2. PRESS   3 Subtotal
3. ENTER   0070
4. PRESS   Subtotal
5. PRESS   Cash
5   ENTER   2
6. PRESS   Cash
7. SCAN   Barcode (or enter barcode number and press "Manual Scan" button)
8. GO TO   Step 5 to delete another item.
9. PRESS   Subtotal
10. ENTER   4070
11. PRESS   Subtotal
12. PRESS   Cash
13. RETURN   Key to Reg position.

IMPORTANT: AFTER PROGRAMMING SCAN PLU'S OR ALTERING PRICES YOU NEED TO *ZERO* THE CASH KEY.

1. Turn key to PGM

2. Enter 0

3. Press CASH

4. Press Subtotal

5. Enter 3

6. Press Subtotal

7. Enter 0

8. Press CASH

9. Press Subtotal

7. Turn key back to REG