CASIO TE4000

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 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 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. Assigning A Clerk

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

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.

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

14. Tables/TABS

A. Opening and Adding Items to Tabs

1.	ENTER	Table Number
2.	PRESS	OPEN TABLE button
3.	ENTER	Items to be charged
4.	PRESS	CLOSE TABLE

B. Printing Out Tab Accounts

1.	ENTER	Table Number
2.	PRESS	RECEIPT button

C. Cashing Table Off

1.	ENTER	Table Number
2.	PRESS	OPEN TABLE button
3.	ENTER	Amount being paid
4.	PRESS	Tender type – Cash, Eftpos, Credit Card etc.
5.	PRESS	RECEIPT button

D. Open Table Report

1.	TURN	Key to X
2.	PRESS	25
3.	PRESS	CASH twice
4.	TURN	Key back to Reg

E. Pay By Item

1.	ENTER	Table Number
2.	PRESS	Pay by Item (This will display the first item)
3.		For each item:
3.	PRESS	Next Item to scroll to the next item OR
4.	PRESS	Pay by Item to select that item When you reach the end you can go through the items again
5.	PRESS	Close Table when you have selected the items
6.		You can then pay off the items as normal

PROGRAMMING INDEX

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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

1.	*TURN*	Turn key to the PROGRAM position
2.	*DISPLAY*	Should show P01
3.	*SIGN ON*	Press Clerk key
4.	*ENTER*	New price (without using decimal point)
5.	*PRESS*	Preset item button that you wish to change
6.	*REPEAT*	Steps 3 to 4 until finished
7.	*PRESS*	Subtotal button to finish
8.	*TURN*	Key back to REG1

2. Name Changes

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	Press Clerk key
3.	*ENTER*	2
4.	*PRESS*	Subtotal button
5.	*DISPLAY*	Should show P02
6.	*TYPE*	*New* description (using the typewriter keyboard sheet on the reverse side of the item keyboard) of up to 16 characters
7.	*PRESS*	00 button
8.	*FLIP*	Keyboard to item menu
9.	*PRESS*	Preset item button that you wish to change
10.	*REPEAT*	Steps 5 to 8 until finished
11.	*PRESS*	Subtotal button to finish
12.	*TURN*	Key back to REG1

3. Clerk Name Changing

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	Press Clerk key
3.	*ENTER*	2
4.	*PRESS*	Subtotal button
5.	*DISPLAY*	Should show P02
6.	*ENTER*	XX07 Where XX stands for the memory number of each clerk. Ie. 01 Jeannie, 02 Leanne, 03 Holly, 04 Tania
7.	*PRESS*	Subtotal button
8.	*TYPE*	*New* clerk name (using the typewriter keyboard sheet on the reverse side of the item keyboard) of up to 16 characters.
9.	*PRESS*	00 button
10.	*PRESS*	CASH (or TOTAL) button
11.	*PRESS*	Subtotal button to finish
12.	*TURN*	Key back to REG1

4. Group Read

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.	*SIGN ON*	Press Clerk Key
3.	*ENTER*	6
4.	*PRESS*	Subtotal button
5.	*ENTER*	205 (department printout)
6.	*ENTER*	Subtotal
7.	*ENTER*	CASH
8.	*PRESS*	CASH
9.	*ENTER*	206 (group printout)
10.	*PRESS*	Subtotal
11.	*TURN*	Key back to REG1

5. Adding/Changing Group and Departments

This job will set up Groups & 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
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 6 and 8 until all group names entered
9.	*PRESS*	Subtotal key
10.	*TURN*	Key back to REG1

To set up group names;
At step 4 enter 0106 06 = Group
Follow the steps as above

6. Group and Department Linking

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	Press Clerk Key
3.	*ENTER*	3
4.	*PRESS*	Subtotal button
5.	*DISPLAY*	Should show PGM3
6.	*ENTER*	1166
7.	*PRESS*	Subtotal
8.	*ENTER*	Group code XX, Department code XX followed by 00 (ie to set as linking to group 5 and department 2 enter 050200)
9.	*PRESS*	Item button to be linked
10.	*REPEAT*	Steps 7 and 8 until all links completed
11.	*PRESS*	CASH
12.	*PRESS*	Subtotal key to finish
13.	*TURN*	Key back to register

7. Printer Linking

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	Press Clerk Key
3.	*ENTER*	3
4.	*PRESS*	Subtotal button
5.	*DISPLAY*	Should show PGM3
6.	*ENTER*	1666
7.	*PRESS*	Subtotal
8.	*ENTER*	100
9.	*PRESS*	Item button to be linked to the printer
10.	*REPEAT*	Press all buttons to be linked
11.	*ENTER*	0
12.	*PRESS*	Item button to not be linked to the printer
13.	*REPEAT*	Press all buttons to not be linked
14.	*PRESS*	Subtotal key to finish
15.	*TURN*	Key back to register

8. Linking clerks for end of night reports.

You will need to have a report of what items are already coming up on the end of night reports.

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	Press Clerk Key
3.	*ENTER*	*6*
4.	*PRESS*	Subtotal button
5.	*ENTER*	330
6.	*PRESS*	Subtotal button

9. Adding / Changing items on clerk reports for end of night reports.

Once you have the report you can then add or change what is coming up on the reports

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	*To clerk number that needs to be changed You will need to individually do every clerk.*
3.	*ENTER*	3
4.	*PRESS*	Subtotal button
5.	*ENTER*	Record number (from list) followed by 30 ie. 0630
6.	*PRESS*	Subtotal button
7.	*ENTER*	Department number from keyboard, followed by 05 ie. Department 98 enter 9805
7.	*PRESS*	CASH key
9.	*ENTER*	Next clerk number
10.	*REPEAT*	Steps 5 to 9 until all clerks have been programmed
11.	*PRESS*	Subtotal key to finish
12.	*TURN*	Key back to REG

10. Date and Time Programming

1.	*TURN*	Turn key to the PROGRAM position
2.	*SIGN ON*	*Press the Clerk Key*
3.	*ENTER*	1
4.	*PRESS*	Subtotal key
5.	*DISPLAY*	Should show PGM1
6.	*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
7.	*PRESS*	X / Date Time 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.	*TURN*	Key back to REG1

11. Reports

X Report - Daily Read

1. *TURN* Turn key to the X1 position
2. *SIGN ON* Press Clerk Key
3. *PRESS* CASH button
4. *TURN* Key back to REG

Z Report - Daily Read & Reset

1. *TURN* Turn key to the Z1 position
2. *SIGN ON* Press Clerk Key
3. *PRESS* CASH button
4. *TURN* Key back to REG

Weekly Read & Reset

1. *TURN* Turn key to the Z2/X2 position
2. *SIGN ON* Press Clerk key
3. *ENTER* 1
4. *PRESS* CASH button
5. *TURN* The key to the Z1 position

Monthly Read & Reset

1.	*TURN*	Turn key to the X2/Z2 position
2.	*SIGN ON*	
3.	*ENTER*	2
4.	*PRESS*	CASH button
5.	*TURN*	Key back to REG