

Casio TE8000 Cash Register

Operating Instructions

- A. Making Sales**
- B. Tables/Tabs**
- C. Errors and Refunds**
- D. Reports**
- E. Programming Instructions**

A. Making Sales

Ensure register is in REG mode. If necessary, sign on by pressing 1 and then the SIGN ON button.

MAKING A SALE:

1. Press the key that corresponds to the item purchased. Repeat this step for additional items. For glasses of wine, first press GLASS key, then the name of the wine. If you sell two or more glasses of wine, you need to press the GLASS key each time.
2. Press SUBTOTAL for the total amount due
3. Enter amount of cash given by customer and press the CASH key. If the customer is paying by cheque, credit card or eftpos then instead of pressing CASH press CHEQUE, CREDIT CARD or EFTPOS
4. The amount of change to be given to the customer will display on the screen.
5. Press RECEIPT if the customer requires a receipt

MAKING MULTIPLE SALES OF SAME PRODUCT TO ONE CUSTOMER:

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. Add more items or complete the sale as above.

MULTIPLE TENDER:

1. When your customer pays by more than 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)

EFTPOS CASH OUT:

1. Enter all items to be sold and press subtotal.
2. Complete the transaction for the full amount (sales plus cash out) on the EFTPOS machine and wait for the transaction to be accepted.
3. Once you have the acceptance, press EFTPOS.
4. Enter the amount of cash to be paid out.
5. Press the EFTPOS CASH OUT key on the register

B. Tables

Charging Items to new or existing Tables

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
3. ENTER Items to be charged
4. PRESS CLOSE TABLE

Printing Out Table Accounts

1. ENTER Table Number (1 to 9999)
2. PRESS RECEIPT button

Cashing Table Off in full

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
3. ENTER Amount being paid
4. PRESS Tender type – Cash, Eftpos, Credit Card etc.
5. PRESS RECEIPT button

Part-paying a table

Before doing this we suggest you print out the table account using the instructions above so the customer can select the items they are paying.

1. ENTER Table Number (1 to 9999)
2. PRESS PAY BY ITEM button
3. PRESS PAGE UP button
4. PRESS UP and DOWN arrows to highlight the items to be paid. Press YES button for each item to be paid.

Once all items to be paid have been selected

5. PRESS ESCAPE to get a total of the items to be paid.
6. ENTER Amount being paid
7. PRESS Tender type – Cash, Eftpos, Credit Card etc.
8. PRESS RECEIPT button

When paying for the last items on a table use “Cashing Table Off” procedures otherwise the table will remain open with a zero balance.

Transfer Table

This has two uses:

A. To transfer an existing check from one table to a holding account or to a new table number:

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
3. ENTER New Table Number to transfer details to
4. PRESS TABLE TRANS button

B. To transfer the items you have already rung on to a new table number.

1. ENTER Table Number (1 to 9999)
2. ENTER Table Number you wish to transfer items to
3. PRESS TABLE TRANSFER button

Add to Table

As with Table Transfer, this button has two uses, however it is used when the table you wish to transfer items to is already open:

A. To transfer an existing check from one table to an already open table number:

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
3. ENTER New Table Number to transfer details to
4. PRESS ADD TO TABLE button

B. To transfer the items you have already rung on to an already open table number.

1. ENTER Table Number (1 to 9999)
2. ENTER Table Number you wish to transfer items to
3. PRESS ADD TO TABLE button

Printing Open Tables Report

1. PRESS OPEN TABLE REPORT button

C. ERRORS AND REFUNDS

MAKING CORRECTIONS TO A TRANSACTION:

1. To clear the last transaction (before the subtotal key is entered), press the ERROR CORR. key.
2. To clear earlier transactions, use the arrow keys to highlight the transaction you wish to delete, then press the ERROR CORR key.
3. Once the subtotal key is pressed, press CANCEL and then YES to cancel entire transaction
4. To clear the screen at any time enter the C key – note that this will not remove any transactions that have been entered.

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.

D. Reports

- A. End of Day – Single Cash Register
- B. End of Week – Single Cash Register
- C. End of Month – Single Cash Register**
- D. End of Day – Consolidation Report
2 or more registers
- E. End of Week – Consolidation Report
2 or more registers
- F. End of Month – Consolidation Report
2 or more registers
- G. Open Table Balances Report
- H. Journal Reports

A. End of Day – Single Cash Register

If Managers Code required for reports:

- 1. PRESS 0
- 2. PRESS Sign On (Clerk)
- 3. ENTER Managers Code
- 4. PRESS Sign On (Clerk)

If no Managers Code required, begin from here:

- 5. PRESS X/Z mode
- 6. SELECT Daily Z option
- 7. SELECT Batch option
- 8. SELECT Batch 1 option
- 9. WAIT Until report finishes printing
- 10. PRESS ESC ESC
- 11. PRESS REG mode to return to register operation

If Managers Code used:

- 12. PRESS 0
- 13. PRESS Sign On (Clerk)

B. End of Week – Single Cash Register

If Managers Code required for reports:

1. PRESS 0
2. PRESS Sign On (Clerk)
3. ENTER Managers Code
4. PRESS Sign On (Clerk)

If no Managers Code required, begin from here:

5. PRESS X/Z mode
6. SELECT Option 5
7. SELECT Periodic (1) Z Option
8. SELECT Batch option
9. SELECT Batch 2 option
10. WAIT Until report finishes printing
11. PRESS ESC ESC
12. PRESS REG mode to return to register operation

If Managers Code used:

13. PRESS 0
14. PRESS Sign On (Clerk)

C. End of Month – Single Cash Register

If Managers Code required for reports:

1. PRESS 0
2. PRESS Sign On (Clerk)
3. ENTER Managers Code
4. PRESS Sign On (Clerk)

If no Managers Code required, begin from here:

5. PRESS X/Z mode
6. SELECT Option 5
7. SELECT Periodic (2) Z Option
8. SELECT Batch option
9. SELECT Batch 2 option
10. WAIT Until report finishes printing
11. PRESS ESC ESC
12. PRESS REG mode to return to register operation

If Managers Code used:

13. PRESS 0
14. PRESS Sign On (Clerk)

D. End of Day – Consolidation Report
2 or more cash registers

If Managers Code required for reports:

1. PRESS 0
2. PRESS Sign On (Clerk)
3. ENTER Managers Code
4. PRESS Sign On (Clerk)

If no Managers Code required, begin from here:

5. PRESS X/Z mode button 3 times
6. SELECT Option 3. Collection & Consolidation
7. SELECT Daily Z option
8. SELECT Batch option
9. SELECT Batch 1 option
10. WAIT Until report finishes printing
11. PRESS Yes to select ALL terminals
12. PRESS ESC ESC
13. PRESS REG mode to return to register operation

If Managers Code used:

14. PRESS 0
15. PRESS Sign On (Clerk)

E. End of Week – Consolidation Report
2 or more cash registers

If Managers Code required for reports:

1. PRESS 0
2. PRESS Sign On (Clerk)
3. ENTER Managers Code
4. PRESS Sign On (Clerk)

If no Managers Code required, begin from here:

5. PRESS X/Z mode button 3 times
6. SELECT Option 3. Collection & Consolidation
7. SELECT Option 5. Periodic (1) Z
8. SELECT Batch option
9. SELECT Batch 2 option
10. WAIT Until report finishes printing
11. PRESS Yes to select ALL terminals
12. PRESS ESC ESC
13. PRESS REG mode to return to register operation

If Managers Code used:

14. PRESS 0
15. PRESS Sign On (Clerk)

F. End of Month – Consolidation Report
2 or more cash registers

If Managers Code required for reports:

1. PRESS 0
2. PRESS Sign On (Clerk)
3. ENTER Managers Code
4. PRESS Sign On (Clerk)

If no Managers Code required, begin from here:

5. PRESS X/Z mode button 3 times
6. SELECT Option 3. Collection & Consolidation
7. SELECT Option 6. Periodic (2) Z
8. SELECT Batch option
9. SELECT Batch 2 option
10. WAIT Until report finishes printing
11. PRESS Yes to select ALL terminals
12. PRESS ESC ESC
13. PRESS REG mode to return to register operation

If Managers Code used:

14. PRESS 0
15. PRESS Sign On (Clerk)

G. Open Table Balances Report

1. PRESS X/Z mode
2. PRESS Daily X
3. SELECT Table Check
4. SELECT All
5. WAIT Until report finishes printing
6. PRESS ESC ESC ESC ESC
7. PRESS REG mode to return to register operation

H. Journal Reports

Print J-MEMO without resetting

1. PRESS X/Z button
2. PRESS Yes (option 1. Daily X)
3. ARROW Down to option 4. J-MEMO
4. PRESS Yes
5. WAIT Until report finishes printing
6. PRESS ESC ESC
7. PRESS REG mode to return to register operation

Print J-MEMO and reset

1. PRESS X/Z button
2. ARROW Down to option 4. Daily Z
3. PRESS Yes
4. ARROW Down to option 4. E-JOURNAL
5. PRESS Yes
6. PRESS Yes to OPTION (1) ALL TO PRINT
7. WAIT Until report finishes printing
8. PRESS ESC ESC
9. PRESS REG mode to return to register operation

Reset J-MEMO without printing

1. PRESS X/Z button
2. ARROW Down to option 4. Daily Z
3. PRESS Yes
4. ARROW Down to option 4. E-JOURNAL
5. PRESS Yes
6. ARROW Down to Option (2) RESET ONLY
7. WAIT Until machine finishes
8. PRESS ESC ESC
9. PRESS REG mode to return to register operation

E. Program Instructions

- A. PLU Price Changes**
- B. PLU Description Changes/Additions**
- C. Adding Item to a Pulldown Group**
- D. Creating New Pulldown Groups**
- E. Changing Clerk Names**

A. PLU Price Changes

1. PRESS PGM button
2. PRESS Yes (1. Unit Price/Qty)
3. PRESS Yes (1. PLU)
4. PRESS Arrow Down or Page Down to reach desired PLU item
5. PRESS Yes to select PLU item
6. ENTER Price (no decimal point required)
7. PRESS Yes to confirm
8. PRESS ESC/SKIP 3 times to return to PGM-1 screen
9. PRESS REG button to return to Register Mode

B. PLU Description Changes/Additions
(can also change/add prices, groups, departments, print instructions here)

1. PRESS PGM button
2. ENTER 3
3. PRESS PGM button (PGM-3 menu on display)
4. PRESS Arrow Down to No. 3 option – Key Feature
5. PRESS Yes (3. Key Feature)
6. PRESS Yes (1. PLU)
7. PRESS Arrow Down or Page Down to reach desired PLU item
8. PRESS Yes to select PLU item
9. PRESS Arrow Down to “Descriptor”
10. PRESS Yes to select
11. TURN Keyboard over to access alphabetical keysheet
12. TYPE in desired description
13. PRESS Yes to confirm

optional -Price

14. ENTER Price (no decimal point required)

optional – Group Link

15. PRESS Arrow Down to “Group Link”
16. PRESS Yes to select
17. PRESS Arrow Down to select Group Link for PLU item
18. PRESS Yes to select

optional – Department Link

19. PRESS Yes to select Department Link
20. PRESS Arrow Down to select Department Link for PLU item

optional – Enabling/Disabling Kitchen Printing

21. PRESS Arrow Down to “Order Print # 1”
22. PRESS Yes to turn on printing to kitchen
or No to turn off printing to kitchen

optional – Linking Item to a Cooking or Preparation Instruction

23. PRESS Arrow Down to “List Link # 1”
24. PRESS Yes
25. PRESS Arrow Down to select Cooking Instruction Link
26. PRESS Yes
27. REPEAT Steps 21-24 as required (List Link # 2, 3, 4)

28. PRESS ESC ESC ESC to return to PGM 3 screen
29. PRESS REG mode to return to register operation

C. Adding Item to a Pulldown Group

1. PRESS PGM button
2. ENTER 3
3. PRESS PGM button (PGM-3 menu on display)
4. PRESS Arrow Down to No. 3 option – Key Feature
5. PRESS Yes (3. Key Feature)
6. PRESS Yes (1. PLU)
7. PRESS Arrow Down or Page Down to reach desired Pulldown List PLU numbers (usually after PLU # 220)
8. PRESS Yes to select next available PLU number
9. PRESS Arrow Down to “Descriptor”
10. PRESS Yes to select
11. TURN Keyboard over to access alphabetical keysheet
12. TYPE Desired description
13. PRESS Yes to confirm
14. ENTER Price (no decimal point required)
15. PRESS Arrow Down to “Group Link”
16. PRESS Yes to select
17. PRESS Arrow Down to select Group Link for PLU item
18. PRESS Yes to select
19. PRESS Yes to select Department Link
20. PRESS Arrow Down to select Department Link for PLU item

optional – Enabling/Disabling Kitchen Printing

21. PRESS Arrow Down to “Order Print # 1”
22. PRESS Yes to turn on printing to kitchen
or
No to turn off printing to kitchen

optional – Linking Item to a Cooking or Preparation Instruction

21. PRESS Arrow Down to “List Link # 1”
22. PRESS Yes
23. PRESS Arrow Down to select Cooking Instruction Link
24. PRESS Yes
25. REPEAT Steps 21-24 as required (List Link # 2, 3, 4)

26. WRITE Down PLU number added to the Pulldown List
27. PRESS ESC ESC
28. PRESS Yes (1.Machine Feature)
29. PRESS Yes (1. Pulldown Group)
30. PRESS Arrow Down to desired Pulldown Group
31. PRESS Yes
32. PRESS Arrow Down to “YES”
33. PRESS Yes
34. PRESS Arrow Down to next available blank number
35. PRESS YES
36. PRESS YES (1.PLU)
37. PRESS Arrow Down to desired PLU to add to list
(number written down in step 26)
38. PRESS YES
39. PRESS ESC ESC ESC
40. PRESS Reg Mode to return to register operation

D. Creating Pulldown Groups (pop-up lists)

- Adding a Pulldown Group
- Changing a button from a normal one-touch PLU item to a Pulldown Group

Step 1: *Assigning the Pulldown Group to the Keyboard*

- | | | |
|-----|-------|--|
| 1. | PRESS | PGM Mode |
| 2. | PRESS | 6 |
| 3. | PRESS | PGM Mode |
| 4. | ARROW | Down to Option 6. Key Feature |
| 5. | PRESS | Yes |
| 6. | ARROW | Down to Option 5. Function Key Feature |
| 7. | PRESS | Yes (Report will print) |
| 8. | WRITE | Down next available blank number on report |
| 9. | PRESS | ESC ESC |
| 10. | PRESS | 4 |
| 11. | PRESS | PGM Mode |
| 12. | PRESS | Yes (1. Keyboard) |
| 13. | PRESS | Yes (1. Key Assign) |
| 14. | ENTER | Number written down in step 8 |
| 15. | ENTER | 1 3 6 |
| 16. | PRESS | Button on keyboard to be assigned |
| 17. | PRESS | ESC ESC |

Step 2: *Creating the PLU items to pop up under the Pulldown Group*

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|-----|-------|--|
| 18. | ENTER | 3 |
| 19. | PRESS | PGM button (PGM-3 menu on display) |
| 20. | PRESS | Arrow Down to No. 3 option – Key Feature |
| 21. | PRESS | Yes (3. Key Feature) |
| 22. | PRESS | Yes (1. PLU) |
| 23. | PRESS | Arrow Down or Page Down to free PLU space
(use PLU numbers after # 220) |
| 24. | PRESS | Yes to select blank PLU number |
| 25. | PRESS | Arrow Down to “Descriptor” |
| 26. | PRESS | Yes to select |
| 27. | TURN | Keyboard over to access alphabetical keysheet |
| 28. | TYPE | Desired description |
| 29. | PRESS | Yes to confirm |
| 30. | ENTER | Price (no decimal point required) |
| 31. | PRESS | Arrow Down to “Group Link” |
| 32. | PRESS | Yes to select |
| 33. | PRESS | Arrow Down to select Group Link for PLU
item |
| 34. | PRESS | Yes to select |
| 35. | PRESS | Yes to select Department Link |
| 36. | PRESS | Arrow Down to select Department Link for
PLU item |

optional – Enabling/Disabling Kitchen Printing

- | | | |
|-----|-------|------------------------------------|
| 37. | PRESS | Arrow Down to “Order Print # 1” |
| 38. | PRESS | Yes to turn on printing to kitchen |
| | or | No to turn off printing to kitchen |

optional – Linking Item to a Cooking or Preparation Instruction

- | | | |
|-----|--------|---|
| 39. | PRESS | Arrow Down to “List Link # 1” |
| 40. | PRESS | Yes |
| 41. | PRESS | Arrow Down to select Cooking Instruction Link |
| 42. | PRESS | Yes |
| 43. | REPEAT | Steps 39-42 as required (List Link # 2, 3, 4) |
| 44. | PRESS | ESC |
| 45. | PRESS | Arrow Down to access next available blank
PLU number |
| 46. | REPEAT | Steps 23-44 as required |
| 47. | WRITE | Down the PLU numbers used for the Pulldown
List |
| 48. | PRESS | ESC ESC ESC |

Step 3: *Creating the Pulldown List*

- | | | |
|-----|--------|---|
| 49. | PRESS | Yes (1.Machine Feature) |
| 50. | PRESS | Yes (1. Pulldown Group) |
| 51. | PRESS | Arrow Down to next available blank number |
| 52. | PRESS | Yes |
| 53. | PRESS | Yes to enter Pulldown Group description |
| 54. | TYPE | Description using alphabetical keysheet |
| 55. | PRESS | Yes |
| 56. | ARROW | Down to "YES" (bottom right of screen) |
| 57. | PRESS | Yes |
| 58. | PRESS | Yes |
| 59. | PRESS | Yes (option 1. PLU) |
| 60. | ARROW | Down to PLU number required (written down in step 47) |
| 61. | PRESS | Yes |
| 62. | ARROW | Down to next List number |
| 63. | REPEAT | Steps 58-61 as required |
| 64. | PRESS | ESC |
| 65. | PRESS | Yes to map Pulldown Group to the keyboard |
| 66. | PRESS | Designated button on keyboard for the Pulldown Group (button assigned in step 16) |
| 67. | PRESS | ESC ESC ESC |
| 68. | PRESS | REG mode to return to register operation |

E. Changing Clerk Names

1. PRESS PGM button
2. ENTER 3
3. PRESS PGM button (PGM-3 menu on display)
4. PRESS Arrow Down to No. 2 option – Clerk
5. PRESS Yes
6. PRESS Arrow Down to Clerk number to edit
7. PRESS Yes
8. PRESS Yes to confirm Clerk Descriptor
9. TURN Keyboard over to access alphabetical keysheet
10. TYPE Desired clerk name
11. ENTER Sign On number (if required, or leave as default)
12. PRESS ESC ESC ESC
13. PRESS REG mode to return to register operation