

CASIO TK-T200



OPERATION MANUAL

BASIC FUNCTIONS INDEX

1. Making a Sale
2. Multiple Tender
3. Multiple Sales of Same Product
4. Corrections
5. Refunds
6. Multiple Refunds
7. Percentage Discount
8. Dollar Discount
9. Whole Transaction Discount
10. Receipts
11. EFTPOS Cash Out
12. PLU's
13. Clerks
14. Correction Keys

Ensure register is turned to REG mode. Enter clerk number (1) and then press CLERK # if asked to sign on.

1. Making a Sale

1. Either press the item button or (if no price is assigned to the item, e.g. MISC) enter the price (without using decimal point and then press the relevant item key.
2. Repeat step 1 until all purchased items are processed
3. Press SUBTOTAL for the total amount due
4. Enter amount of cash given by customer.
5. Press the CASH key. If the customer is paying by cheque or eftpos then instead of pressing CASH press CHEQUE 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.
7. If receipt is not turned on, you can print a receipt by pressing GUEST RECEIPT

Steps 3 and 4 are optional and can be omitted. If you omit these 2 steps, the amount of change to be given to the customer will not display in step 6. To turn receipts off or on, press RECEIPT ON/OFF twice – a light will show on the display when receipt function is on.

2. 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)

3. Making Multiple Sales Of Same Product

1. Enter the number of items you are selling (eg 4)
2. Press the X key
3. Proceed as in step 1.1 above

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 but does not remove items that have been entered.

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 PLU the item belongs to. If the prices are programmed in for specific items then the corresponding PLU key will be pressed, not the price then the PLU 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 PLU the item belongs to. If the prices are programmed in for specific items then the corresponding PLU key will be pressed, not the price then the PLU 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 GUEST 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. 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. Department Linking
4. Changing/Adding Clerk Names
5. Adding/Changing PLU's
6. Programming Time and Date
7. 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 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 (and button adds)

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 keysheet under the keyboard) 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. Department Linking

1. *TURN* Turn key to the PROGRAM position
2. *IF YOU HAVE CLERK SIGN ON, SIGN ON NOW*
3. *ENTER* 3
4. *PRESS* Subtotal button
5. *DISPLAY* Should show P3
6. *ENTER* 1166
7. *PRESS* Subtotal
8. *ENTER* XX00 XX = Dept
(eg to set as linking to department 2, enter 0200)
9. *PRESS* Item button to be linked
10. *REPEAT* Steps 8 and 9 until all links completed
11. *PRESS* Subtotal key to finish
12. *TURN* Key back to register

4. 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 keysheet under the Keyboard)
 8. *PRESS* CASH (or TOTAL) button
 9. *REPEAT* Steps 7 & 8 as necessary
 10. *PRESS* Subtotal button to finish
 11. *TURN* Key back to REG1

5. Adding / Changing PLU's

This job will enable you to add & change PLU's
(NOTE: PLU's must start from 31 and can go up to 1200)

TURN THE KET TO PGM POSITION

01. ENTER 2
02. PRESS SUBTOTAL
03. ENTER PLU# (eg 31-1200)
04. PRESS PLU# Key
05. TYPE Description using keysheet
 under keyboard
06. PRESS CASH key
07. REPEAT Steps 5 to 6 as required for sequential
 PLU's. Steps 3 to 6 for non-sequential
 PLU's.
08. PRESS SUBTOTAL

(This part enters the price for the PLU)

TURN KEY TO PGM

09. PRESS 1 then SUBTOTAL
10. ENTER PLU# (eg 31 to 1200)
11. PRESS PLU# Button
12. ENTER \$ Price without Decimal Point
13. PRESS CASH Button
14. REPEAT Steps 12 to 13 as required for sequential PLU's. Steps 10 to 13 for non-sequential PLU's.
15. PRESS SUBTOTAL
16. TURN Key to REG

6. 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. *PRESS* C/AC Button
8. *TURN* Key back to REG1

7. 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 Journal Report (note: This should be done before the daily report if you wish to see your day's Journal reading)

1. TURN Key to the X position
2. ENTER 58 to print report
3. PRESS CASH 3 times

Daily Reports (for PLU sales totals)

1. TURN Key to the Z position
2. ENTER 1
3. PRESS CASH

Daily Reports (for sales totals excluding PLU's)

1. TURN Key to the Z position (reset) or X for (read)
2. PRESS CASH

Weekly Reports

- | | | |
|----|-------|---|
| 1. | TURN | Key to the Z position (reset) or X for read |
| 2. | ENTER | 200 in Z position or 100 in X position |
| 3. | PRESS | CASH |

Monthly Reports

- | | | |
|----|-------|---|
| 1. | TURN | Key to the Z position (reset) or X for (read) |
| 2. | ENTER | 400 in Z position or 300 in X position |
| 3. | PRESS | CASH |