AMERICAN LEGION POST 694 MARINA
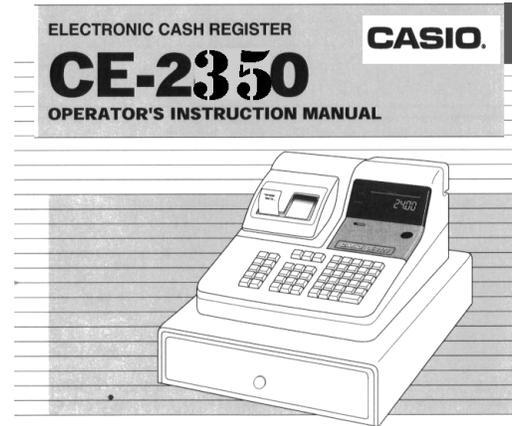
ELECTRONIC CASH REGISTER
CE-2350
OPERATOR'S INSTRUCTION MANUAL
CASIO.

CASH REGISTER USERS GUIDE

CURRENT BARTENDER NUMBERS
(REFER TO GUIDE IN CASH REGISTER DRAWER FOR CURRENT NUMBERS)

1

2

3

4
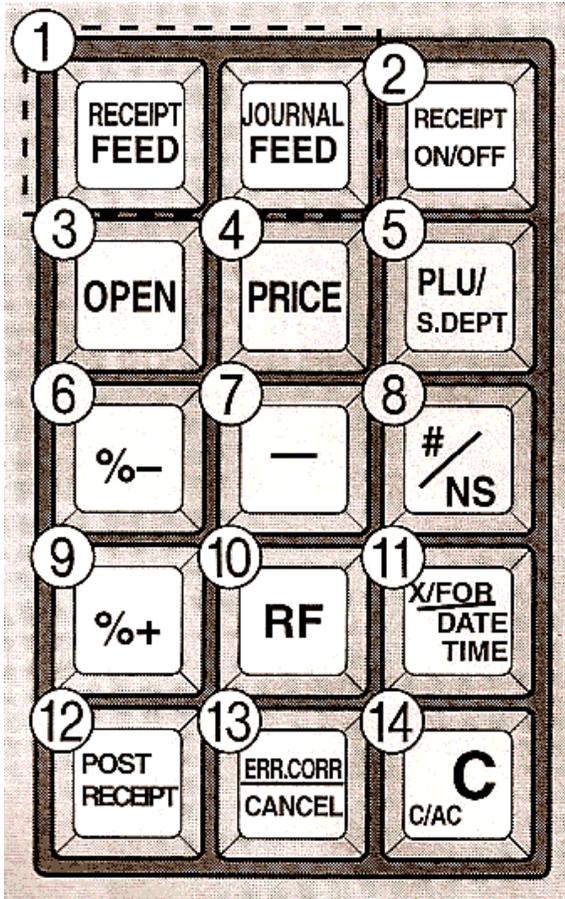
5

6

7   VOLUNTEER

8

9

Contents

1. THE KEYBOARDS

(Only those keys used by the Bartender are described)

LEFT-SIDE KEYBOARD

RECEIPT FEED hold down to feed
JOURNAL FEED hold down to feed
RECEIPT ON/OFF -

#/NS NO SALE- opens cash drawer

RF See Refunds
X/DATE TIME Press to display date and time

ERR CORR/CANCEL
        See ERROR CORRECTIONS

C clear transaction that has not been registered.

CENTER KEYBOARD
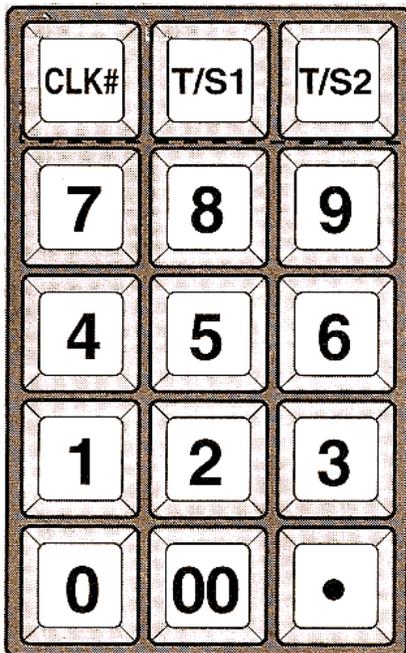
CLK # - See SIGN IN
        Pressed by itself signs off the current Bartender
        n [CLRK#] Signs in Bartender number n.
        See page 1 for current settings

  0 – 7   NUMBERS (i.e. MONEY)
  .   Decimal point not used.

EXAMPLE
                $2.25 is 225
                $1.00   is 100
                  .75 cents is 75

1. THE KEYBOARDS (continued)

RIGHT SIDE KEYS (ITEM KEYS)

6	12	18	24 MISC.	DEPT SHIFT	HELP
5 SNACKS	11	17	23	**RC**	**PD**
4 SODA	10 LICENSE PLATE	16	22	**CH** (charge)	**CHK** (CHECKS)
3 LIQUOR	9 BALL CAP	15	21	**MD/ST**	**CE**
2 WINE	8 ROOM RENTAL	14	20	**SUBTOTAL**	
1 BEER	7 MONDAY NIGHT DINNER	13	19	**CA/AMT = /TEND**	

Refer to section 13 for these keys

2.   The Key Switch
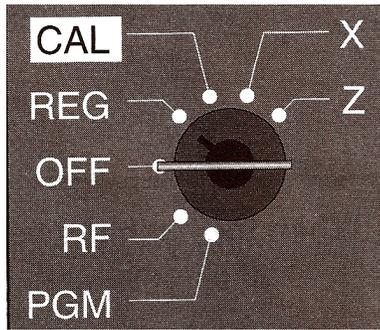
CAL	Calculator	
REG	Register transactions	Normal mode for Bartenders
RF	Refund *	don't use – See REFUND key
OFF	Turn register off.	See closing up – page 7
RF	not used	
PGM	Program key	Used by Manager only
X	Print sales.	See page 7
Z	Print sales and clear.	See page 7 for closing up.

3.   CASH DRAWER

There is a cash drawer key/lock but generally is not used.
The cash drawer opens when a transaction is final or when the NS key is pressed.
In case of a power failure and the drawer will not open use the release on the underside of the register, in the back. Push it to the left and the drawer will open.

4.   BATTERIES

There are 3 AA batteries in the compartment under the Journal paper roll. They back up the program settings in case of a power failure. If they die and the power fails all the information will be lost. Refer to reference manual page 8 for details.

CHANGE THE BATTERIES EVERY JANUARY!!!!!

DO NOT CHANGE THE BATTERIES UNLESS THE REGISTER IS PLUGGED IN AND HAS POWER!!!!

5.   CHANGING THE JOURNAL PAPER ROLL

The Journal paper is the one on the right and is used to keep track of every transaction made. It is used a lot.

1. Move the Key to the REG mode.

2. Remove the printer cover.
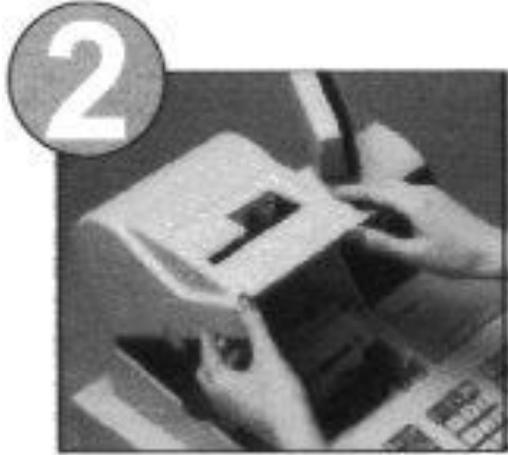
3. Trim receipt paper so it is even
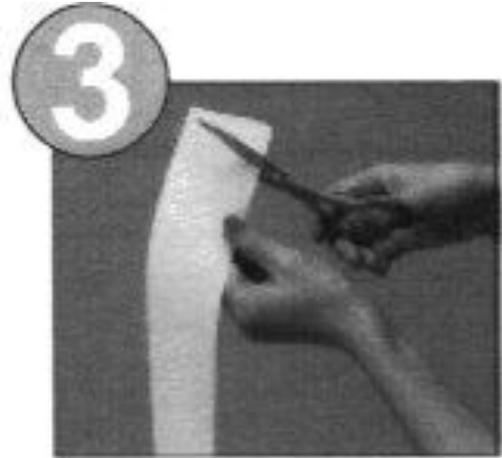
4. Ensuring the paper is fed from the bottom of the roll, lower the roll into the space behind the printer

5. Pass the paper over the black roller and insert the end into the space behind the printer
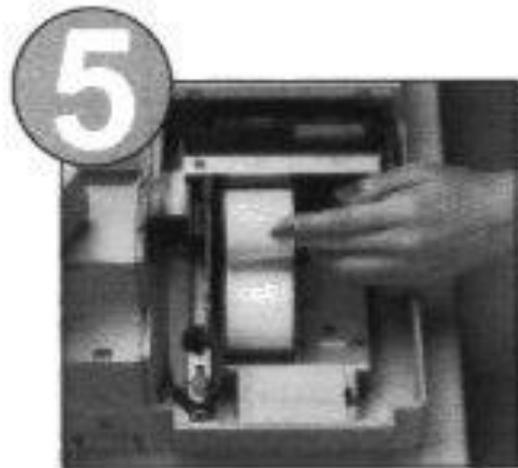
5. CHANGING THE JOURNAL PAPER ROLL (continued)

6. Press the Journal Feed Key until the paper shows up
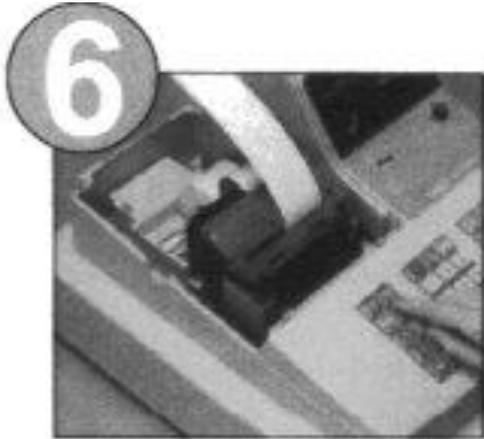
7. Slide the leading end of the paper into the grooves on the spindle of the take-up reel and wind it into the reel two or three turns.
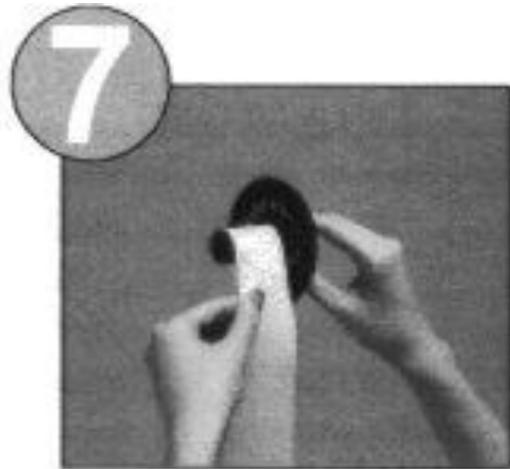
8. Place the take-up reel into place behind the printer, above the printer.
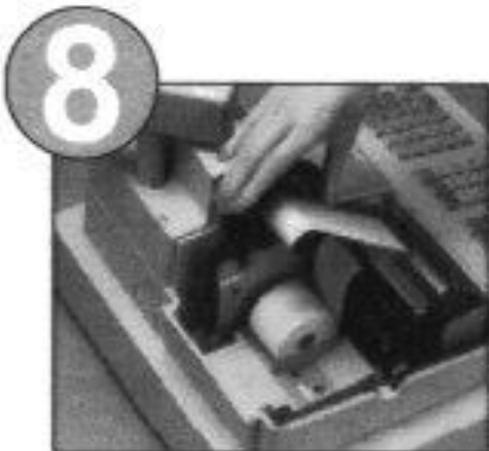
9. Press the Journal feed key to take up any slack.

10. Put the cover back on….Your done.

6.   CHANGING THE RECEIPT PAPER ROLL

The receipt paper is not used unless the manager says to use it.
It seldom needs changing.

1. Follow steps 1 thru 4 as shown for the Journal Paper change.

5. Pass the paper over the black   6. Press the Receipt Feed Key
   roller and insert it into the   until the paper comes through
   printer inlet
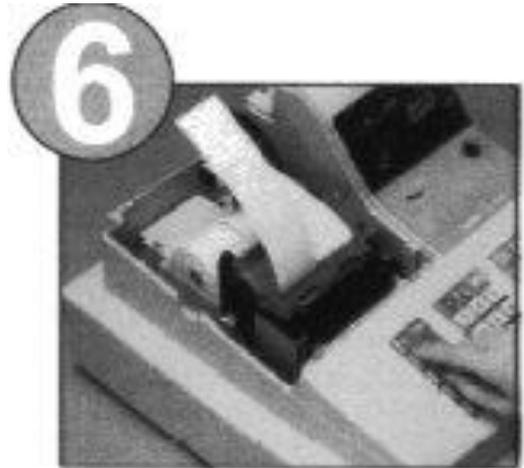
7. Replace the printer cover,
   passing the receipt paper through the cutter slot.
   Tear off the excess paper……You're Done

7.   Add stamp pad ink

1. Remove the printer cover.
2. Grasp the stamp pad on both sides and lift it out of it's holder.
3. Fill one or two drops of ink into the hole on the back of the stamp.
4. Replace the stamp pad in it's holder.
NOTE: only use CASIO SUPER INK K.

Back of stamp
pad
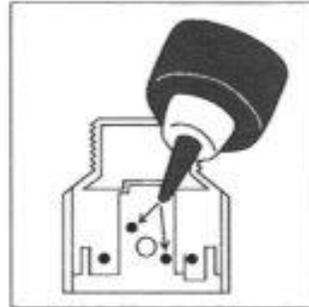
8.   Replace the ink roll.

1. Remove the printer cover.
2. Grasp the center of the old ink roll and pull it towards you.
   (figure 1)   it should just come out.
3. Install a new ink roll inserting it straight into the register.
   Make sure that it fits securely in place (figure 2)
4. Replace the printer cover.
5. Press the NS key to test it. (See if it prints)

NOTE: Use only Casio IR-93 ink rolls.

Figure 1
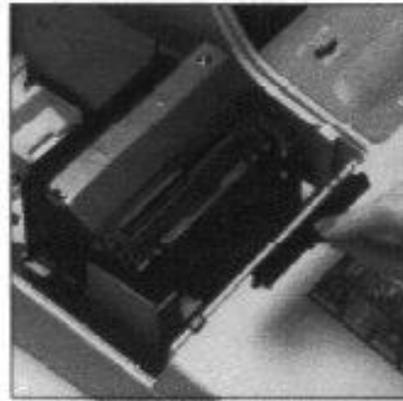
Figure 2

9.   START UP OF THE DAY

This is the procedure used when the register is opened the first time of the day.

1. Check both paper rolls to make sure there's enough to last the day.
   See page 6 for changing paper.

2. Turn on the register.   Put the key in the register and turn it to the X mode.

3. Sign in with your bartender number.   Example   press 1 then [CLK#]

4. Press [DATE TIME]   key to display the date and time. The cash drawer will open.
   If date and time are not correct, reset it as shown on page 8.
   Printout must show totals of $0.0   If not – the register was not closed out the day
   before and   must be closed out now   (See Closing the register – page11)
   Close the cash drawer.

5. Move key to REG (register mode)

6. Enter your starting bank (operating cash). Then press the **RC** key.
    Example 30000[RC]
    This says you are receiving $300 for the bank. The cash drawer opens.
     Put the cash in the drawer and close it.

You are now ready for customers. See page 13 for Transactions.

10.   X MODE

The Bartender can move the key to the X mode and press [CA] to print the current status of the day's business. This prints a list similar to the Close out Report but does not clear any information.

11. Z MODE - CLOSING THE REGISTER

This is the last thing to do before shutting it down.

1. Take out all the money in the cash drawer and count it.

2. Move Key to Z mode

3 Enter the amount of cash in the drawer and press [NS].[CA]
   example $212.50 in drawer   21250 [NS] [CA]

The Daily totals will now print on the receipt paper and all totals are reset to 0.0
(The register is closed).

4. Take all monies, checks, and receipts out of the register.

5. Tear off the Daily report and put it with the money.

6. Turn off the register - Key to OFF mode.

7. Leave the cash drawer open

12.   READING THE CLOSEOUT REPORT (Z Report)

dd.mm.yy	Month . Day . Year
hh.mm	hour . minute
B No nnnn	B= Bartender number nnnn=not used
nnnn.nn #	cash in drawer (entered by Bartender)
Z nnnn	Z =doing Z out nnnn = not used
1 nnnn	number of Beers sold
nnnn.nn	amount of money for the beers
2 nnnn	number of Wines sold
nnnn.nn	amount of money for the wine
3 nnn	number of liquors sold
nnnn.nn	amount of money for the liquors
etc for every item	
nnnn	Total number of sales made.
nnnn.nn TL	Total Sales
%	not used
No n	not used
0.00	not used
No n	not used
0.00	not used
0.00 TA I	not used
0.00 TX I	not used
No nnn	number of transactions
nnn.nn NS	amount of money for those transactions
No nnn	Number of cash transactions
nnn.nn CA	amount of cash in those transactions
No 0	Number of charges made
0.00 CH	Amount charged
No nnn	number of check transactions
nnn.nn CK	Amount of money in those checks
No nnn	Number of RC (received transactions)
nnn.nn RC	Amount of money received
No nnn	Number of PO (paid out) transactions
nnn.nn	Amount of money paid out.
No nn VO	Number of Error Corrections made
No nn VD TL	Number of cancelled transactions
No nn RF	Number of RF keys hit
No nn	Number of RF transactions
nnn.nn RF TL	Amount refunded
No nn #	Number of No Sale transactions
nnnn.nn CA CD	Cash in drawer – as computed by Register
nnnn.nn	Amount short
	or
nnnn.nn -	Amount Over (note trailing minus sign)
nnnn.nn CK CD	Check amounts in the drawer

13.   TRANSACTIONS

This section describes the transactions a Bartender does during normal work shifts.

A.   *SIGN IN.*

The bartender must be signed in before beginning any operation.
Press [CLRK#] to sign in. (See Cover page for your number.)
Your number/name will now be on all transactions run through the cash register.
If another bartender relieves you, that bartender must sign in the same way using
his/her own Bartender number.

B.   *MONEY ENTRIES*

Money is entered using the center keyboard without using the decimal point.
Each transaction is for one or more items and the amount and item number must be
entered. Each item has an item number key (right keyboard 11 thru 24).
Example: 1 beer: 225 [1] [CA]   display = 1 $2.2.5 (that's how much the bill is)
            2 wines: 225 [2][2]   display = 2 $4.50 (for the 2 wines)
            2 beers 3 liquor 1 soda: 225[1][1]250[3][3][3]100[4]
For the same item you enter the amount once, then the item key once for each sale.
For transactions with a lot of the same item:
Ex: 185 beers at $2.75 per beer.
Enter 275 press {X..Date/Time]
At the prompt: enter 185   (the number of beers)   then press the BEER item Key
Press [CA]

D.   *CHECKS*

If the customer pays by check, the entry is made as follows:
Make the amount and item entries just as you would for cash, except at the end of the
items press [SUB] amount of check then the [CHK] key. The display will show you
how much you owe the customer, or how much the customer still owes.
Example: 1 beer 1 liquor check is for $20 225[1]275[3][SUB]2000[CHK]
CHANGE=$15
            5beers check is $10   225[[1][[1][[1][[1][1][SUB]1000[CHK]
TOTAL – 1.25
                                    (means the customer still owes $1.25)
We do not cash checks. The customer must be buying something to pay by check.

E.   RECEIPTS

The RECEIPT ON/OFF key is in the middle of the register.
To turn on the receipts push the button to ON.
Normal operations is with the receipts off.

F. OPEN THE CASH DRAWER.

The cash register drawer will open after each transaction in completed. To open it
without making a transaction just press the [NS] key on the left keyboard.

G.   REFUNDS

If a customer returns an item and wants money back, and it is a valid return,
Press RF key,
Enter the amount of the item
Press the item key
Press CA key
Give back the money.
Example: Customer returns a soda: entry= [RF]100[item #4][CA]   and give back $1

H.   RECEIVING CASH FOR NON-SALEABLE ITEMS

The [RA] key is used to accept cash from someone, when there is nothing actually
being sold from the bar. For example, someone is paying a bill.
Entry: amount[RA]   example   1945[RC] someone is paying $19.45 for a bill.
Your should turn on the RECIPT (see section E above) before making the entry so
that the customer can get a receipt. You should then get the bill, or at least a note
showing how much was received, from who, and what it is for. That information is
needed by the Manager.
Note: the RA is also used at the beginning of the day to enter the BANK.

I.   RECEIVING CHECKS FOR NON-SALEABLE ITEMS

If someone pays a bill by check. Do not ring it up in the cash register. Give the person
a written receipt, take the bill or note describing who, what it is for, and staple the note
and check together and put it in the cash drawer slot.   Note that when closing out that
check will not be counted as cash or checks received. It is strictly there to give to the
manager.

J.   PAID OUT CASH

If a bill must be paid through the cash register enter the amount and the [PO] key.
Give the money to the person and get a receipt marked paid. Put the receipt in the cash
register. Example: 4500[PO] $45 paid – receipt shows its for Linen (or whatever).

K.   ERROR CORRECTIONS

If you entered one too many items press [ERR-CORR] to cancel the last one.
Example:: 225[1][1][1] (ooops 3 beers) [ERR CORR] now its 2 beers.

To cancel an entire transaction (before pressing [CA])
 press [MD/ST] [ERR CORR]

14.   SETTING DATE TIME

DATE
Move key to PGM mode
 1 [sub] YYMMDD [X/DATETIME] [C]
YY= year (2010 = 10) MM= MONTH 01 to 12   DD = day 01 to 31

TIME
Move key to PGM mode
 1 [sub] HHMM [X/DATETIME] [C]
HH = hour using the 24 hour clock   00 - 11 is AM   12 – 23 is PM (i.e. 13 is 1pm)
MM = minute 00 – 59

15.   ERROR MESSAGES

Error code message	Meaning	Action
E01 ERR-MODE	Mode switch position changed before finalization.	Return the mode switch to its original Setting and finalize the operation.
E08 SIGN ON	Your trying to do an operation Before signing on.	Sign on with your Bartender number.
E11 DRW OPEN	Cash drawer is open during an operation.	Close it.
E27 BUF FULL	Transaction cancel buffer full.	Finalize the transaction.
E38 DECL-AMT	Cash in drawer is forced program.	Enter the cash in drawer amount

If the error is not listed above, make a note of what it is, and what happened.
Place the note in the cash box. Press [C] to clear and try to continue.