

ELECTRONIC CASH REGISTER

TE-8000F

TE-8500F

User's Manual



TE-8000F



TE-8500F

Introduction

Setting Up

Getting Started

Paper Installation

Set Date/time

Introducing the Terminal

Display/Keyboard

Sheet Holder

Basic Operations & Setups

Registrations

Programs

Advanced Operations

Useful Features

Reports

Troubleshooting

Error Code Table

User Maintenance

Paper Replacement

Eu

Di

U.K.

CI

Canada

CASIO®

Introduction & Contents

Introduction & Contents	6
Getting Started	10
Remove the cash register from its box.	10
Remove the tape holding parts of the cash register in place.	10
Remove the cash drawer from its box.	10
Connect the drawer.	10
Mount the cash register.	11
Plug the cash register into a wall outlet.	11
Install receipt/journal paper.	12
Set the date.	14
Set the time.	15
Introducing TE-8000F/8500F	16
General guide	16
Display	20
Keyboard (TE-8000F)	22
Keyboard (TE-8500F)	23
Allocatable functions	24
How to remove/replace the sheet holder (TE-8000F only)	26
How to install a menu sheet in the sheet holder (TE-8000F only)	27
Basic Operations and Setups	28
How to read the printouts	28
How to use your cash register	29
Assigning a clerk	30
Clerk button	30
Dallas key	30
Clerk number key	30
Displaying the time and date	31
To display and clear the date/time	31
Preparing coins for change	31
Preparing and using flat-PLU keys	32
Registering flat-PLU keys	32
Programming to flat-PLU	33
Flat-PLU unit price programming procedure	33
Flat-PLU department link/tax status/listing capacity programming procedure	34
Registering flat-PLU keys by programming data	35
Preset price	35
Preset tax status	35
Locking out high amount limitation	35
Preparing and using discounts/reductions	36
Programming discount rate and reduction amount	36
Registering discounts	37
Discount for items and subtotals	37
Registering reductions	38
Reduction for items	38
Reduction for subtotal	38
Registering credit and check payments	39
Check	39
Credit	39

Mixed tender (cash, credit and check)	39
Registering both the Euro and local currency	40
Registering returned goods in the REG mode	42
Registering returned goods in the REF mode	43
Normal refund transaction	43
Reduction of amounts paid on refund	43
Registering money received on account	44
Registering money paid out	44
Making corrections in a registration	45
To correct an item you input but not yet registered	45
To correct an item you input and registered	46
To correct the item you registered previously in this receipt	47
To cancel all items in a transaction	47
No sale registration	47
Printing the daily sales reset report	48
Procedure	48
Printout	49
Advanced Operations	50
Post-finalization receipt	50
Inputting the number of customers	51
Clerk interrupt function	52
Printing slip	53
Printing slips	53
To perform auto batch printing 1	53
To perform auto batch printing 2	54
About the maximum number of slip lines	54
Check tracking systems	54
Check tracking system	54
Opening a check	55
Adding to a check	55
Issuing a guest receipt	56
Closing a check memory	56
New/old check key operation	57
Add check	58
Separate check	59
Clerk transfer	60
Table transfer	60
Condiment/preparation PLUs	61
Text recall	61
Deposit registrations	62
Deposit from customer	62
Deposit from customer during sales transaction	62
List-# registrations	62
Bill copy	63
Tray total	64
Multiple item totalling function	64

Introduction & Contents

Set menu	65
Tips	65
Stock check	66
Actual stock quantity inquiry	66
Single item cash sales	67
Addition	68
Addition (plus)	68
Premium (%+)	68
Coupon transactions	69
Coupon registration using <COUPON> (coupon key)	69
Coupon registration using <CPN2> (coupon 2 key)	69
Registering the second unit price	70
Preset tender amount	72
Arrangement key registrations	73
Currency exchange function	74
Registering foreign currency	74
Full amount tender in a foreign currency	74
Partial tender in a foreign currency	75
Temporarily releasing compulsion	76
VAT breakdown printing	77
Registering loan amounts	78
Registering pick up amounts	78
Changing media in drawer	78
Scanning PLU	79
Item registration	79
Unit price inquiry	79
Programming to clerk	80
Programming procedure	80
Programming descriptors and messages	81
Programming item descriptor (flat-PLU) procedure	81
Programming function key character procedure	82
Programming receipt/slip message procedure	83
Entering characters	84
Using character keyboard	84
Entering characters by code	85
Character code list	85
Editing characters	86
Correcting a character just entered	86
Correcting and adding/deleting an item descriptor already set	86
Printing read/reset reports	87
The tree of X/Z menu window	87
To print the individual key (department, subdepartment, PLU/flat-PLU, function) read report	88
Procedure	88
Report	88

To print the financial read report	89
Procedure	89
Report	89
To print the individual clerk read/reset report	90
Procedure	90
Report	90
To print the daily sales read/reset report	91
To print the periodic 1/2 sales read/reset reports	91
Procedure	91
Report	91
To print the PLU read/reset report	92
Procedure	92
Report	92
To print the hourly sales read/reset report	93
Procedure	93
Report	93
To print the monthly sales read/reset report	94
Procedure	94
Report	94
Reading the cash register's program	95
The tree of P6 (program read) menu window	95
Procedure	96
Report example	96
Unit price and quantity	96
Item descriptor	97
Character and Message	98
Clerk	98
Key feature	98
Troubleshooting	100
When an error occurs	100
When the register does not operate at all	103
In case of power failure	104
User Maintenance and Options	105
To replace journal paper	105
To replace receipt paper	106
Options	106
Specifications	107
Index	108

This is a “Table of Contents preview” for quality assurance

The full manual can be purchased from our store:

[https://the-checkout-tech.com/manuals/casio/TE-8000F TE-8500F user manual.html](https://the-checkout-tech.com/manuals/casio/TE-8000F%20TE-8500F%20user%20manual.html)

And our free Online Keysheet maker:

<https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/>

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)