

# ELECTRONIC CASH REGISTER CE-4700

## OPERATION MANUAL



**CASIO®**

# Contents

1	Loading Receipt and Journal Paper .....	1
1-1	Removing Paper Rolls .....	1
	Receipt Paper .....	1
	Journal Paper .....	1
1-2	Loading Paper Rolls .....	2
	Receipt Paper .....	2
	Journal Paper .....	2
2	Before Starting .....	3
2-1	Long PLUs and Short PLUs .....	3
	Short PLUs .....	3
	Long PLUs .....	3
2-2	Errors .....	4
2-3	Rechargeable Batteries .....	4
2-4	Daily Register Operations .....	4
3	Basic Registrations .....	5
3-1	Assigning a Clerk .....	5
	Clerk Button .....	5
	Clerk Secret Number .....	5
	Training Clerk/Cashiers .....	6
3-2	Displaying the Time and Date .....	6
3-3	Making Change .....	6
3-4	Single Items and Cash Tenders .....	7
	Department Items .....	7
	Exceeding the Maximum Amount Limit .....	7
	Exceeding the Low Digit Limit .....	8
	PLU Items .....	8
	Sub-Department Items .....	8
	Random PLU Code Items (Long PLU Only) .....	9
3-5	Repeating Identical Items .....	9
	Department Items .....	9
	PLU Items .....	9
	Sub-Department Items .....	10
	Random PLU Code Items (Long PLUs Only) .....	10
3-6	Mixed Departments and PLUs .....	11
3-7	Subtraction .....	11
	Amount Reduction .....	11
	Discount for Item and Subtotal .....	12
3-8	Multiplication .....	13
	Department Items .....	13
	PLU Items .....	14
	Sub-Department Items .....	15
	Random PLU Code Items (Long PLUs Only) .....	15
	Split Sales of Packaged Items .....	15
	Method 1 .....	15
	Method 2 .....	16
	Measurement Extension for Sub-Department Item .....	16
	Measurement Extension for Random PLU Code Item (Long PLUs Only) .....	16
	Triple Multiplication Using the Department Key .....	17

# Contents

3-9	Taxable Transactions .....	17
	Tax Table 1 and Tax Table 2 .....	17
	Manual Tax and Tax Shift .....	18
	Rate Tax .....	18
3-10	VAT Calculations .....	19
3-11	Tax Exemption .....	20
3-12	Other Payment Media .....	21
	Check Payments .....	21
	Cashing Checks .....	21
	Charge Tender .....	22
	Credit Card Tender .....	23
	Mixed Tender .....	23
3-13	Switching Between REG 1 and REG 2 .....	24
3-14	Corrections .....	25
	Correction of Last Item Registered .....	25
	Correction of a Specific Item .....	25
	Cancellation of All Items Registered .....	25
3-15	Validation Slip Printing .....	26
3-16	Non-Sales Transactions .....	26
	Received on Account .....	26
	Paid Outs .....	27
	Pick Ups .....	27
3-17	Refunds .....	27
	Using the RF Mode .....	27
	To change from the Refund Mode to the Reg Minus Mode .....	28
	To change from the Reg Minus Mode to the Refund Mode .....	28
	Reg Minus Mode .....	28
	Normal Refund Transaction .....	28
	Subtraction and Discounts .....	29
	Refund Mode .....	29
	Normal Refund Transaction .....	29
	Subtraction and Discounts .....	29
	Refunds in the Reg 1 and Reg 2 Modes .....	30
4	Advanced Registration Functions .....	31
4-1	Stock Check Operation .....	31
	Stock Warning Indicators .....	31
4-2	Clerk (Cashier) Interrupt Function .....	31
4-3	Registering Loan Amounts .....	33
4-4	Single Item Cash Sales .....	34
4-5	Addition .....	35
	Additional Charge .....	35
	Premium for Item and Subtotal .....	36
4-6	Selective Item Subtotal Key .....	37
4-7	Tray Total Premium/Discount .....	38
4-8	Coupon Transactions .....	39
	Coupon Registration Using the Coupon Key .....	39
	Coupon Registration Using the Coupon 2 Key .....	40
4-9	Registering the Second Unit Price .....	41

---

# Contents

---

4-10	Preset Tender Amounts .....	42
4-11	Bottle Link Operation (Long PLU Only) .....	43
4-12	Bottle Returns .....	44
	Linked Bottle Return Key (Long PLU Only) .....	44
	Bottle Return Key .....	44
4-13	Arrangement Key Registrations .....	45
4-14	Set Menus .....	46
	Set Menus Using PLU Numbers (Long PLUs Only) .....	46
4-15	Tips .....	47
4-16	Inputting the Number of Customers .....	47
4-17	Multiple Item Totaling Function .....	48
4-18	Text Recall Function .....	49
	Recalled Text .....	49
4-19	Foreign Currency Registration .....	49
	Conversion of a foreign currency to the local currency .....	50
	Partial amount tender in a foreign currency .....	50
	Full amount tender in a foreign currency .....	50
4-20	Temporarily Releasing Compulsories .....	51
4-21	Printing Slips .....	51
	Slip Printer Memory .....	51
	Printing Slips .....	52
	To perform alternate slip printing .....	53
	To perform auto batch printing .....	53
	About the maximum number of slip lines .....	53
4-22	Food Stamps .....	54
	No Change Due .....	54
	Food Stamp Status Shift .....	54
	Mixed Food Stamp/Cash Change .....	55
	Food Stamp Transaction .....	57
	Cash Transaction .....	57
4-23	Food Stamps (Illinois Rules) .....	57
	No Change Due .....	57
	Food Stamp Status Shift .....	59
	Mixed Food Stamp/Cash Change .....	60
	Food Stamp Transaction .....	62
	Cash Transaction .....	62
	Food Stamp + Taxable 1 and Taxable 2 .....	62
	Method 1 .....	62
	Method 2 .....	63
4-24	Food Stamps (New Jersey Rules) .....	64
	No Change Due .....	64
	Food Stamp Status Shift .....	65
	Mixed Food Stamp/Cash Change .....	66
	Food Stamp Transaction .....	68
	Cash Transaction .....	68
4-25	Electronic Benefits Transfer Tenders .....	68
	About Mixed EBT Card Tenders .....	68
	No Change Due .....	69
	Change Due .....	70

---

# Contents

---

4-26	Gas Departments .....	70
	Basic Registration .....	70
	Calculation of Discounts .....	71
	Discount Subtotal Key Operation .....	72
	Partial Cash Tender .....	73
	Error Correction .....	73
4-27	Check Tracking Systems .....	74
	Check Tracking System .....	74
	Opening a Check .....	75
	Adding to a Check .....	75
	Issuing a Guest Receipt .....	76
	Closing a Check Memory .....	76
	New/Old Check Key Operation .....	77
	Add Check .....	78
	Separate Check .....	79
	Clerk Transfer .....	80
	Check Number Transfer .....	81
	First Transaction .....	81
	Second Transaction (Check Number 1110) .....	81
4-28	New Balance and Previous Balance .....	82
	How the New Balance Totalizer works .....	82
	Non-Taxable Transactions .....	82
	First Transaction .....	82
	Second Transaction .....	83
	Taxable Transaction — 1 .....	83
	First Transaction .....	83
	Second Transaction .....	84
	Taxable Transaction — 2 .....	84
	First Transaction .....	84
	Second Transaction .....	85
	Taxable Transaction — 3 .....	85
	First Transaction .....	85
	Second Transaction .....	86
4-29	Registrations that Move the Decimal Point .....	86
4-30	Price Reductions .....	86
4-31	Condiment PLUs .....	87
4-32	VAT Breakdown Printing .....	88
4-33	Deposit Registrations .....	88
	Deposit Plus Key .....	88
	Deposit Minus Key .....	89
4-34	Bill Copy .....	89
4-35	Actual Stock Quantity Inquiry .....	89
4-36	Unit Price Inquiry .....	90
4-37	Individual Clerk/Cashier Accountability Report Printing in the REG 1, REG 1, and RF Modes .....	90
4-38	Money Declaration in the REG 1, REG 1, and RF Modes .....	91
	Declaration Amount Total Totalizer .....	91
	Declaration Over Totalizer .....	91
	Declaration Short Totalizer .....	91

# Contents

5 Read and Reset Reports .....	92
5-1 Daily Sales Data READ (X1 Mode) .....	92
To prepare for daily sales data read .....	92
5-2 Resetting Daily Sales Data (Z1 Mode) .....	93
To prepare for daily sales data reset .....	93
5-3 Periodic Sales Read and Reset (X2/Z2 Mode) .....	93
To prepare for periodic sales data read and reset .....	94
5-4 Issuing Reports .....	94
Read and Reset Reports .....	94
Programmability .....	95
Issuing Reports .....	95
Discount/Premium Item Amount Totalizer .....	95
Individual Read Reports .....	95
Individual Department .....	95
Individual Short PLU .....	96
Individual Long PLU .....	96
Individual Group .....	96
Individual Clerk Open Check .....	96
Individual Read/Reset Reports .....	96
Individual Clerk Accountability .....	96
PLU Range Read/Reset Reports .....	97
PLU Daily Sales Range .....	97
PLU Periodic Sales Range .....	98
Long PLU Stock Range .....	99
Individual Totalizer Reports .....	99
Report Code Table .....	99
To issue daily sales reset reports .....	99
To issue periodic sales read/reset reports .....	100
Financial Report .....	100
Batch Report Issuance for Report Groups .....	100
To batch issue reports .....	100
Example Report Printouts .....	101
6 For the Manager .....	105
6-1 Manager Control Mode (X1 Mode) .....	105
Entering the Manager Control Mode .....	105
6-2 Assigning Drawers for Each Clerk .....	106
6-3 Stock Quantity Maintenance (Long PLUs Only) .....	106
To add to the actual stock quantity of a Long PLU .....	106
To subtract from the actual stock quantity of a Long PLU .....	107
6-4 Program 1 Programming .....	107
To enter the Program 1 Mode .....	108
To exit the Program 1 Mode .....	108
6-5 Cashier Assignment .....	108
To link clerk buttons to interrupt buffers .....	108
To link clerk secret numbers to interrupt buffers .....	108
To link clerk secret numbers to Clerk Secret Number keys .....	109
7 General Guide .....	110
7-1 Mode Switch and Keys .....	110
Mode Switch .....	110
MODE Control Keys .....	111
United States/Canada/U.K. ....	111
Other Areas .....	111

---

# Contents

---

7-2	Keyboard and Keys .....	111
	Numeric Keys .....	112
	Department Keys .....	112
	Function Keys .....	112
7-3	Displays .....	118
	Operator Display .....	118
	Rotary Customer Display .....	119
7-4	Printer .....	119
	Journal .....	120
	Receipts .....	120
	Receipt ON/OFF Switch .....	120
	Post-Finalization Receipts .....	121
	Validation .....	121
	Item Validation .....	122
	Subtotal Validation .....	122
	Total Amount Validation .....	122
	Paper Feed Keys .....	122
	Printer Key .....	122
	Caring for the Printer .....	123
	Stamp Ink Replenishment .....	123
	Replacing the Ink Ribbon Cassette .....	123
7-5	Cash Drawer .....	124
	Connecting the drawer .....	124
8	Slip Printer .....	125
8-1	SP-1100 Slip Printer (Option) .....	125
	Programmability .....	125
	Guest Checks .....	126
	Personal Check Endorsement .....	126
	Check Print .....	126
	Slip Printer Validation .....	127
9	Troubleshooting .....	128
10	Error Messages .....	129
11	Memory Protection Battery .....	131
12	Options .....	132
13	Specifications .....	133

[Click here to download the full manual at THE-CHECKOUT-TECH.COM](http://THE-CHECKOUT-TECH.COM)