

Casio QT2000 Cash Register Manual



USERS MANUAL

Casio QT2000 Cash Register

Operating Instructions

- A. Opening Tables**
- B. Printing Out Table Accounts**
- C. Cashing Table Off**
- D. Transfer Table**
- E. Table Add**
- F. Pay by Item**
- G. Split Payment**
- H. Printing Open Tables Report**
- I. E Journal**
- J. Busy/Reset**
- K. Field Clear**

A. Opening Tables

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

B. Printing Out Table Accounts

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

C. Cashing Table Off

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

D. Transfer Table

This allows for whole check to be transferred to a holding account or to another table number:

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

E. Table Add

This allows for two tables to be added together.

1. ENTER Table number you wish to add to
2. PRESS Table# button
3. ENTER Table number you wish to add to the current open table
4. PRESS Table Add button
5. PRESS Subtotal
6. PRESS Table Charge

F. Pay By Item

This function allows you to select items out of a table account to pay off.

1. ENTER Table Number (1 to 9999)
2. ENTER PAY BY ITEM button
3. ENTER Up/Down arrow button to highlight first item
4. ETNER YES button to select item
5. ENTER Up/Down arrow button to highlight second item
6. PRESS YES button to select item
7. REPEAT Above steps to select more items if required
8. PRESS ESC button
9. PRESS Tender type – Cash, Eftpos, Credit Card etc.
10. PRESS GUEST RECEIPT button

A guest receipt for the remaining items can then be reprinted for the remaining guests at the table.

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

Where there are multiple items of one type and you don't wish to pay off all of them at once, enter the number of these multiple items you wish to pay off and then PRESS Yes.

G. Split Payment

To pay by multiple methods for one Tab e.g. \$80 Tab, to be paid \$20 CASH and \$60 on C/C – once table is open:

1. PRESS 2000
2. PRESS CASH
3. PRESS 6000
4. PRESS CREDIT CARD

H. Printing Open Tables Report

1. PRESS Table Report Button

This carries out the following steps:

- (1. ENTER X/Z MODE button
2. SELECT Daily X
3. SELECT Table Check
4. SELECT ALL (Report will print)
5. PRESS ESC ESC ESC ESC
6. PRESS REG mode to return to register operation)

I. E Journal Button

The E journal can be used to display all recent transactions and print receipts (some time after transactions) however this must be cleared out regularly. This button is the button one above the Up Arrow.

USE of E Journal Button

1. PRESS E journal button
1. USE page up and page down buttons to scroll through transactions
3. PRESS Guest receipt if you wish to print another receipt
4. PRESS Esc to quit E journal

To Clear E Journal Button

1. PRESS X/Z mode button
2. SELECT daily Z (PRESS YES)
3. SELECT E journal (PRESS YES)
4. SELECT reset only (PRESS YES)
5. PRESS YES
6. PRESS esc twice
7. PRESS reg button

J. Busy/Reset

To Unlock Busy Table

PRESS X/Z button twice

SELECT Option 4 (Busy Reset)

ENTER Table # then Arrow down and press YES

PRESS REG button to return to Register mode

K. Field Clear (to clear locked terminal)

TURN power off at terminal (either at wall or switch under machine)

HOLD Down the top-right hand button (could be an item key or a blank key)

TURN Power ON whilst keeping finger down on button

KEEP Button held on for 10 seconds

RELEASE Button

PRESS Right-hand side of SUBTOTAL button (ie the position of the letter L)

WAIT Until the terminal has gone through its start-up tests and comes up with the following options:

1: Flag Clear

2: Init2

SELECT Option 1

PRESS YES button to confirm

SCREEN Will go to the normal sale screen shortly. You will need to sign on and turn off the continuous receipt feature.

Casio QT2000 Cash Register

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

Casio QT2000 Cash Register

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

This is the best way to make multiple changes or review your items as you can change/add prices, groups, departments and 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 the appropriate “Order Print #”
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 “Order Char Link” |
| 24. | PRESS | Yes |
| 25. | PRESS | Arrow Down to select Cooking Instruction Link |
| 26. | PRESS | Yes |
| 28. | PRESS | ESC ESC ESC to return to PGM 3 screen |
| 29. | PRESS | REG mode to return to register operation |

EXAMPLE ORDER PRINT SETUP

- | | |
|---------------|-------------|
| ORDER PRINT 1 | Entrees |
| ORDER PRINT 2 | Mains |
| ORDER PRINT 3 | Kid’s Meals |
| ORDER PRINT 4 | Deserts |
| ORDER PRINT 5 | Bar Snacks |

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

- | | | |
|-----|-------|--|
| 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