

Casio QT2100 Cash Register Manual



USERS MANUAL

Casio QT2100 Cash Register

Operating Instructions

A. Making Sales

Ensure register is in REG mode. If necessary, sign on by pressing 1 and then the SIGN ON button.

MAKING A SALE:

1. Press the key that corresponds to the item purchased. Repeat this step for additional items. For glasses of wine, first press GLASS key, then the name of the wine. If you sell two or more glasses of wine, you need to press the GLASS key each time.
2. Press SUBTOTAL for the total amount due
3. Enter amount of cash given by customer and press the CASH key. If the customer is paying by cheque, credit card or eftpos then instead of pressing CASH press CHEQUE, CREDIT CARD or EFTPOS
4. The amount of change to be given to the customer will display on the screen.
5. Press RECEIPT if the customer requires a receipt

MAKING MULTIPLE SALES OF SAME PRODUCT TO ONE CUSTOMER:

1. Enter the number of items you are selling (eg 4)
2. Press the X key
3. Press the key that corresponds to the items purchased.
4. Add more items or complete the sale as above.

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)

EFTPOS CASH OUT:

1. Enter all items to be sold and press subtotal.
2. Complete the transaction for the full amount (sales plus cash out) on the EFTPOS machine and wait for the transaction to be accepted.
3. Once you have the acceptance, press EFTPOS.
4. Enter the amount of cash to be paid out.
5. Press the EFTPOS CASH OUT key on the register

B. Table Controls

- 1) Opening Tables**
- 2) Printing Out Table Accounts**
- 3) Cashing Table Off**
- 4) Transfer Table**
- 5) Table Add**
- 6) Pay by Item**
- 7) Split Payment**
- 8) Printing Open Tables Report**
- 9) E Journal**
- 10) Busy/Reset**
- 11) Field Clear**

1. 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. ENTER 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.

C. ERRORS AND REFUNDS

MAKING CORRECTIONS TO A TRANSACTION:

1. To clear the last transaction (before the subtotal key is entered), press the ERROR CORR. key.
2. To clear earlier transactions, use the arrow keys to highlight the transaction you wish to delete, then press the ERROR CORR key.
3. Once the subtotal key is pressed, press CANCEL and then YES to cancel entire transaction
4. To clear the screen at any time enter the C key – note that this will not remove any transactions that have been entered.

REFUNDS:

1. Press the RF key then the key for the corresponding item that is being refunded
2. Press SUBTOTAL to give the total amount due/owned.

CANCELLING A TRANSACTION:

1. Press CANCEL and then YES to cancel entire transaction

TO CLEAR THE SCREEN:

1. To clear the screen at any time press the Clear key – note that this will not remove any transactions that have been entered.

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Reports

- A. End of Day – Single Cash Register
- B. End of Week – Single Cash Register
- C. End of Month – Single Cash Register
- D. Open Table Balances Report
- E. 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. 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

E. 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 QT2100 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. GOTO Step 4 to change more items
9. PRESS ESC/SKIP 3 times to return to PGM-1 screen
10. 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 an existing Pulldown Group

Please Note: When we originally setup your terminal we programmed it in a logical fashion to assist with your programming. The first 108 items correspond to side 1 of your menu sheet. The second 108 correspond to the 2nd menu etc. Where there are PLU's with a leading asterisk (*) within these first 108 keys this is the location of a pulldown group. You will find the items for that pulldown group further down your PLU list, with a heading that is also has a leading asterisk. For example, if you have a pulldown called Tap Other on key 5, the PLU for key 5 will be called *Tap Other. Further down your PLU list is 367 *Tap Other. Listed below this are all the items that will pop-up under the Tap Other key. We strongly recommend that you continue to follow this logic, as it will make reprogramming much simpler.

When adding a new item to an existing pulldown group find the rest of the items in the pulldown group and add the new item to the first free PLU under these items.

Remember this PLU's number

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 Type in PLU number you recorded above
8. PRESS Yes
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

- 1) Please Note: When we originally setup your terminal we programmed it in a logical fashion to assist with your programming. The first 108 items correspond to side 1 of your menu sheet. The second 108 correspond to the 2nd menu etc. Where there are PLU's with a leading asterix (*) within these first 108 keys this is the location of a pulldown group. You will find the items for that pulldown group further down your PLU list, with a heading that is also has a leading asterix. For example, if you have a pulldown called Tap Other on key 5, the PLU for key 5 will be called *Tap Other. Further down your PLU list is 367 *Tap Other. Listed below this are all the items that will pop-up under the Tap Other key. We strongly recommend that you continue to follow this logic, as it will make reprogramming much simpler.

Step 1: Assigning the Pulldown Group to the Keyboard

- | | | |
|----|-------|-------------------------------|
| 2) | PRESS | PGM Mode |
| 3) | PRESS | 6 |
| 4) | PRESS | PGM Mode |
| 5) | PRESS | Yes |
| 6) | ARROW | Down to Option 6. Key Feature |
| 7) | PRESS | Yes |

- | | | |
|-----|-------|--|
| 8) | ARROW | Down to Option 5. Function Key Feature |
| 9) | PRESS | Yes (Report will print) |
| 10) | WRITE | Down next available blank number on report |
| 11) | PRESS | ESC ESC |
| 12) | PRESS | 4 |
| 13) | PRESS | PGM Mode |
| 14) | PRESS | Yes (1. Keyboard) |
| 15) | PRESS | Yes (1. Key Assign) |
| 16) | ENTER | Number written down in step 10 |
| 17) | ENTER | 1 3 6 (e.g. 91136 for steps 16 and 17 where 91 is number written down in step 10) |
| 18) | PRESS | Button on keyboard to be assigned |
| 19) | PRESS | ESC ESC |

Step 2: Creating the PLU items to pop up under the Pulldown Group (Remember to set a *heading as your first PLU)

When adding a new item to an existing pulldown group find the rest of the items in the pulldown group and add the new item to the first free PLU under these items. Remember this PLU's number

- | | | |
|-----|-------|---|
| 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 | Type in PLU number you recorded above |
| 24. | PRESS | Yes |
| 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) |

Check/Change Department and Group Link

Please note that these may already be set, so you will need to confirm they are correct. If they are not follow the procedure below, otherwise go to step 37.

- | | | |
|-----|-------|--|
| 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 to add additional PLU’s for this new pulldown
- 47. WRITE Down the PLU numbers used for the Pulldown List (if not already recorded)
- 48. PRESS ESC ESC ESC

Step 3: *Creating the Pulldown List*

- 49. ARROW to 1.Machine Feature and press Yes
- 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 Enter first PLU Number recorded in step 47
- 61. PRESS Yes
- 62. ARROW Down to next List number

- | | | |
|-----|--------|--|
| 63. | REPEAT | Steps 58-62 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 |

At any time you can print an up to date PLU list as below:

- | | | |
|-----|-------|----------|
| 1) | PRESS | PGM Mode |
| 2) | PRESS | 6 |
| 3) | PRESS | PGM Mode |
| 4) | PRESS | Yes |
| 5) | PRESS | Yes |
| 6) | PRESS | Yes |
| 7) | ENTER | 1 |
| 8) | PRESS | Yes |
| 9) | ENTER | 1400 |
| 10) | PRESS | Yes |

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 |