

QT6000



OPERATION MANUAL

A. Making Sales

B. Tables

C. Errors and Refunds

D. Reports

A. Making Sales

Ensure register is in REG mode. Sign on by pressing your Cashier button

MAKING A SALE:

1. To sell a food item, select the item directly on the first menu. To sell an item that is on a different menu choose that menu on the screen and then choose the items you wish to sell. Repeat as required.
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. Sign in again and press REPRINT 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. Add the amount the customer wants in Cash to the subtotal, type this in and press EFTPOS
3. IE: If they spent \$25 and want \$20 cash, type in \$45.00 and press EFTPOS
4. This will show the Cash Out as change on the screen

B. Tables

Charging Items to new or existing Tables

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
OR
3. PRESS OPEN TABLE (This will show all current open tables)
4. ENTER Items to be charged
5. PRESS CLOSE TABLE

Printing Out Table Accounts

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

Cashing Table Off in full

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
OR
3. PRESS OPEN TABLE (This will show all current open tables)
4. ENTER Amount being paid
5. PRESS Tender type – Cash, Eftpos, Credit Card etc.
6. PRESS RECEIPT button

Part-paying a table

Before doing this we suggest you print out the table account using the instructions above so the customer can select the items they are paying.

1. ENTER Table Number (1 to 9999)
2. PRESS SEP TAB button
OR
3. PRESS SEP TAB (This will show all current open tables)
3. PRESS PAGE UP button
4. PRESS Touch each item to be paid on the screen

Once all items to be paid have been selected

5. PRESS OK to get a total of the items to be paid.
6. ENTER Amount being paid
7. PRESS Tender type – Cash, Eftpos, Credit Card etc.
8. PRESS RECEIPT button

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

Transfer Table

This has two uses:

A. To transfer an existing check from one table to an open table or to a new table number:

1. ENTER Table Number (1 to 9999)
2. PRESS OPEN TABLE button
- OR
4. PRESS OPEN TABLE (This will show all current open tables)
5. ENTER New Table Number to transfer details to
6. PRESS TABLE TRANS button

B. To transfer the items you have already rung on to a new table number.

1. ENTER Table Number (1 to 9999)
2. ENTER Table Number you wish to transfer items to
3. PRESS TABLE TRANSFER button

Reprinting part receipts

It is possible to go back and reprint receipts

1. PRESS FUNCT
2. PRESS E-JOURNAL
3. PRESS Page Up and Page Down to scroll through receipts
4. PRESS REPRINT RECIEPT

C. ERRORS AND REFUNDS

Making Corrections to a Transaction:

1. To clear the last item (before the subtotal key is entered), press the ITEM VOID key.
2. To clear earlier items, use the arrow keys to highlight the item you wish to delete, then press the ITEM VOID key.

Cancelling a Transaction:

1. Press FUNCT, then 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.

Refunds:

1. Press FUNCT
2. Press the REFUND key then the key for the corresponding item that is being refunded
3. Press SUBTOTAL to give the total amount due/owned.
4. Press the Payment Type that you are refunding to the customer

D. Reports

A. End of Day Cash up

1. Press FUNCT to bring up the Function menu
2. Press REPORTS to bring up the report screen
3. Press DAILY Z to print your end of day totals

B. End of Week Totals

1. Press FUNCT to bring up the Function menu
2. Press REPORTS to bring up the report screen
3. Press WEEKLY Z to print your end of week totals

C. Open Check Report

1. Press FUNCT to bring up the Function menu
2. Press REPORTS to bring up the report screen
3. Press OPEN CHECK to print your current open checks

C. Journal Reports

Print J-MEMO without resetting

1. PRESS MODE
2. PRESS X/Z button
3. PRESS Yes (option 1. Daily X)
4. ARROW Down to option 4. J-MEMO
5. PRESS Yes
6. SELECT 1. All
7. WAIT Until report finishes printing
8. PRESS ESC ESC
9. PRESS MODE
10. PRESS REG to return to register operation

Print J-MEMO and reset

1. PRESS MODE
2. PRESS X/Z button
3. ARROW Down to option 4. Daily Z
4. PRESS Yes
5. ARROW Down to option 4. E-JOURNAL
6. PRESS Yes
7. PRESS Yes to OPTION (1) ALL TO PRINT
8. WAIT Until report finishes printing
9. PRESS ESC ESC
10. PRESS MODE
11. PRESS REG 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. SELECT Option 2. RESET ONLY
7. WAIT Until machine finishes
8. PRESS ESC ESC
9. PRESS MODE
10. PRESS REG mode to return to register operation

1. Programming keytop descriptions

- a) Sign in as manager
- b) Mode
- c) Program 4
- d) 1. Keyboard
- e) Choose the menu screen you wish to program too ie. Dinner
- f) 3. Key attribute
- g) Key Text
- h) Type in the text
- i) Press Enter
- j) Press the key to be reprogrammed
- k) Press Esc
- l) Repeat as required
- m) Esc and sign out to finish

2. Changing the time on the terminal

- 1. Sign in as manager
- 2. Press Mode
- 3. Press PGM 1
- 4. Type in the time in 24 hour format
- 5. Press the X button
- 6. This will set the time
- 7. Press Mode
- 8. Press REG

The time is now set and you are back in normal operation mode

A. PLU Price Changes

1. PRESS MODE
2. PRESS PGM1 button
3. PRESS Yes (1. Unit Price/Qty)
4. PRESS Yes (1. PLU)
5. PRESS Arrow Down or Page Down to reach desired PLU item (or select it from the menu)
6. PRESS Yes to select PLU item
7. ENTER Price (no decimal point required)
8. PRESS Yes to confirm
9. GOTO Step 4 to change more items
10. PRESS ESC/SKIP 3 times to return to PGM-3 screen
11. PRESS MODE button then REG 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 MODE Button
2. PRESS PGM3 button (PGM-3 menu on display)
3. PRESS Arrow Down to No. 3 option – Key Feature
4. PRESS Yes (3. Key Feature)
5. PRESS Yes (1. PLU)
6. PRESS Arrow Down or Page Down to reach desired PLU item (remember this number)
7. PRESS Yes to select PLU item
8. PRESS Arrow Down to “Descriptor”
9. PRESS Yes to select
10. TYPE in desired description
11. 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 MODE then REG 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

To add this item to the keyboard: (where you know the PLU number x)

1. PRESS Mode and then PGM4
2. PRESS Yes on 1. Keyboard
3. PRESS Yes on 1. Key Assign
4. ENTER x063 where x is the PLU number (ie. PLU 101 would be 101063)
5. PRESS The space where you want to add this key
6. PRESS ESC back to PGM4
7. PRESS the other menu buttons to check this button has not appeared on other menus
8. IF it has choose 1. Keyboard and 4. Key Delete
9. PRESS the key to be deleted
10. REPEAT for all extra un-required keys
11. PRESS Mode and REG to return to normal operation

C. 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

D. ADD 2nd PLU PRICE

1. PRESS MODE
2. PRESS PGM3 button
3. PRESS Arrow Down to No. 3 option – Key Feature
4. PRESS Yes (3.Key Feature)
5. PRESS Arrow Down to No. 8 option – Shift PLU
6. PRESS Yes (8.Shift PLU)
7. PRESS Arrow Down or Page Down to reach desired PLU item

- 8. PRESS Yes to select PLU item
- 7. ENTER Price (no decimal point required)
- 8. PRESS Yes to confirm

optional – Group Link

- 9. PRESS Yes to select Group Link
- 10. PRESS Arrow Down to select Group Link for PLU item
- 11. PRESS Yes to select

optional – Department Link

- 12. PRESS Yes to select Department Link
- 13. PRESS Arrow Down to select Department Link for PLU item
- 14. PRESS Yes to select

- 15. PRESS ESC to return to Shift PLU
- 16. GOTO Step 7 to change more items
- 17. PRESS ESC/SKIP 3 times to return to PGM-3 screen
- 18. PRESS MODE button then REG to return to Register Mode