



FS-2700

Owners

Manual



Table of Contents

Overview	1-1
1.1 Introduction	1-3
1.2 Order Entry Screen	1-4
1.3 Keyboard Layout	1-6
1.3.1 POS Keyboard	1-6
1.3.2 Manager Mode Keyboard	1-7
1.4 POS Key Functions – Summary	1-8
1.4.1 Key Function Table	1-8
1.5 Function Number Look Up	1-19
1.5.1 Function Number Look Up Codes	1-20
Accessing the System	2-1
2.1 Manager Overrides	2-3
2.2 Clocking In/Out.....	2-4
2.2.1 Clock In	2-4
2.2.2 Clock Out	2-5
2.3 Login/Logout	2-6
2.3.1 Login	2-7
2.3.2 Logout.....	2-7
Guest Check Functions	3-1
3.1 Guest Checks - Overview	3-3
3.2 New Check Prompts	3-4
3.2.1 Table Number	3-4
3.2.2 Guest Count.....	3-5
3.2.3 Order Type.....	3-6
3.2.4 Order Number	3-7
3.2.5 Override Meal Period	3-8
3.2.6 Add Guest Information	3-9
3.3 Entering Menu Items.....	3-10

3.3.1	Preset Menu Item	3-10
3.3.2	More than One Preset Item	3-10
3.3.3	Enter Item by PLU #	3-10
3.3.4	Select from Category List	3-10
3.3.5	Open Priced Menu Item	3-11
3.3.6	Scaleable Menu Item	3-11
3.3.7	Entering Menu Item Modifiers	3-12
3.3.8	Enter Items by Seat Numbers	3-16
3.3.9	Enter by Menu Item Size	3-18
3.3.10	Remove Items from Checks	3-19
3.4	Sending Items to Remote Printers	3-21
3.4.1	Printer Mode Options	3-21
3.4.2	With <input type="text" value="HOLD ORDER"/>	3-22
3.4.3	Send Items on Demand	3-24
3.5	End Service Round	3-25
3.6	Recall a Check	3-26
3.6.1	By Check Number	3-26
3.6.2	By Table Number	3-27
3.6.3	Recall Table with Separate Checks	3-27
3.6.4	Using a Bar Code Scanner	3-28
3.6.5	Recall with Dual Drive Thru	3-28
3.7	Splitting a Check	3-29
3.7.1	Split By Item	3-29
3.7.2	Split By Amount	3-30
3.8	Transferring a Guest Check	3-31
3.8.1	Change a Check's Table #	3-31
3.8.2	Transfer to a Server	3-32
3.8.3	Transfer from a Server	3-33
3.8.4	Transfer all Checks	3-34
3.9	Combining Checks	3-35
3.9.1	Combine Stored Checks	3-35
3.9.2	Add New Check to Stored Check	3-36
3.9.3	Add to Stored Check by Order Type	3-36
3.9.4	Add to Stored Check Using Table #	3-37
3.9.5	Combining Checks to One Table #	3-38
3.10	Check Adjustments	3-39
3.10.1	Void Items on Stored Checks	3-39
3.10.2	Add a Discount or Surcharge	3-40
3.10.3	Exempt Tax from a Check	3-44
3.10.4	Add a Tip	3-45

3.11 Tender the Check.....	3-47
3.11.1 Tender with a Preset Key	3-47
3.11.2 Tender with MEDIA NLU	3-48
3.11.3 Tender With Tip Entry.....	3-49
3.11.4 Overtender to Tip.....	3-49
3.11.5 Split Tender.....	3-50
3.11.6 Partial Tender	3-51
3.11.7 Tender to Charge Account.....	3-52
3.12 Corrections to Closed Checks	3-53
3.12.1 Refund a Menu Item	3-53
3.12.2 Change a Discount	3-54
3.12.3 Change Media Type	3-55
3.12.4 Change a Credit Card Tip.....	3-55
3.13 Enter a Refund Check.....	3-56
3.14 Review a Closed Check.....	3-57

Functions Outside of a Sale 4-1

4.1 Finished Product Waste.....	4-3
4.2 Loan/Pickup	4-4
4.2.1 Loan.....	4-4
4.2.2 Pickup.....	4-5
4.3 Transfer Media	4-6
4.4 Price Changes.....	4-7
4.5 Tip Payout.....	4-8
4.6 Cash Out/In of Drawer	4-9
4.6.1 Paid Out.....	4-9
4.6.2 Paid In.....	4-10

Reports 5-1

5.1 Reports Overview.....	5-3
5.1.1 Printing a Report From the POS Keyboard	5-4
5.1.2 Report Types	5-5
5.1.3 Report Balancing	5-7
5.1.4 Report Sample Formats.....	5-9
5.2 Open Check Report	5-10

5.3	Hourly Productivity Report.....	5-11
5.4	Sales Mix Report	5-13
5.4.1	Detail Report – Menu Item Sales	5-14
5.4.2	Departments – Menu Item Sales.....	5-15
5.4.3	Categories – Menu Item Sales.....	5-16
5.5	Manager Voids Report.....	5-17
5.6	Refund Report	5-18
5.7	Financial Report	5-19
5.8	Customer Summary Report.....	5-25
5.9	Media Report	5-26
5.10	Loan/Pickup Report	5-27
5.11	Sales Tax Report.....	5-28
5.12	Charge Account Report	5-29
5.13	Discount Recipient Report.....	5-30
5.14	Deposit Entry	5-31
5.15	X Report.....	5-33
5.16	Z Report.....	5-34
5.16.1	Programming Options for Z Reports	5-35
5.16.2	Reports Included in X and Z Reports	5-36

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/TEC/FS-2700_owners_manual.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)