

Cash Drawer:

# Installation & Configuration Guide

## What's in the box?

- ✓ Cash drawer with till and bill holders
- ✓ Keys to your cash drawer
- ✓ Cable to connect the drawer to your printer
- ✓ Splitter Cable for Dual Cash Drawer Configuration Sold Separately

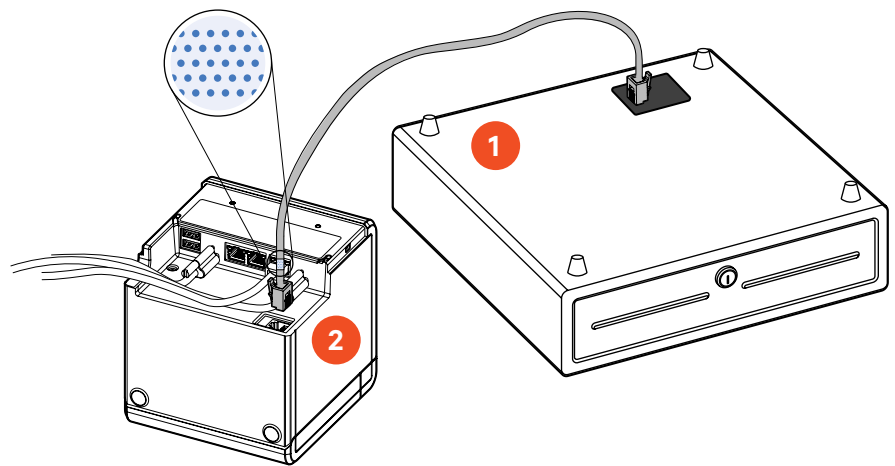
## Single Cash Drawer Installation Instructions

- 1 Take the cash drawer kick cable and connect it to your cash drawer.**

This end of the cable does not have a color coded label on it and the port will be found on the bottom of the drawer housing.

- 2 Take the other end of the kick cable and plug it into your printer.**

This end of the cable has a color coded label that is grey with blue dots.



## Dual Cash Drawer Installation Instructions

- 1 Take the cash drawer kick cables and connect one to each cash drawer.**

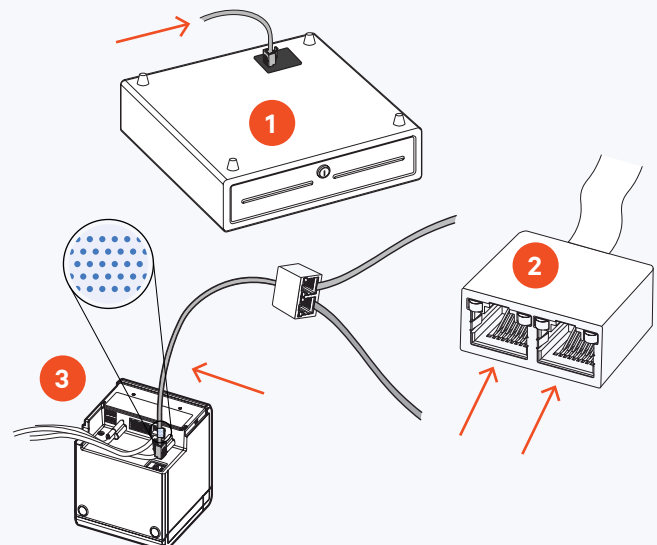
Each end of the cable does not have a color coded label on it and the port will be found on the bottom of each drawer housing.

- 2 Take the end of both kick cables and plug it into the cash drawer splitter cable.**

This end of the cable has a color coded label that is grey with blue dots and is labeled with the numbers 1 and 2. The number 1 represents the primary cash drawer and the number 2 represents the secondary cash drawer.

- 3 Take the other end of the splitter cable and plug it into your printer.**

This end of the cable has a color coded label that is grey with blue dots.



## Configuration:

# Setting Up a Cash Drawer on Toast's Back-End

- 1 In your browser, navigate to [toasttab.com](https://toasttab.com) and login on with your restaurant credentials.
- 2 Navigate to the Kitchen / Dining Room section.
- 3 Then, select Printers and Cash Drawers.
- 4 Next, find the printer name that you plugged the cash drawer into. Select that printer.

### NOTE

The printer must already be added in order to configure the cash drawer. **Steps on how to create a new printer can be found on [Toast Central](#):**



- 5 Scroll down to Cash Drawer Configuration section and select **One Cash Drawer** or **Two Cash Drawers** depending on your location. Here you also have two optional fields where you can name each cash drawer and set the Cash Drawer Delay in milliseconds. This field determines how long the cash drawer will be delayed in opening when prompted from the POS.
- 6 Then, scroll down to the Primary Cash Drawer section and enter the starting cash drawer balance based on your location's cash management policy.
- 7 Make sure to set Reset Balance Type to **Manual** or **Automatic**.
  - **Automatic** means the new cash drawer always uses the Starting Cash Drawer Balance.
  - **Manual** means the employee must manually enter the starting balance for the new cash drawer.
- 8 If you selected Two Cash Drawers in Step 5, repeat steps 6 and 7 for the Secondary Cash Drawer.
- 9 Select **Save** and **Publish Now** to finalize your changes.

The screenshot displays the 'Kitchen / Dining Room' configuration page. Step 2 points to the 'Kitchen / Dining Room' header, and step 3 points to the 'Printers and Cash Drawers' link in the sidebar. Step 5 points to the 'Cash Drawers Configuration' section, where 'One Cash Drawer' is selected. Step 6 points to the 'Primary Cash Drawer' section, showing the 'Starting Cash Drawer Balance' set to \$300.00. Step 7 points to the 'Reset Balance Type' dropdown, which is set to 'Automatic'.

### NOTE

Please visit [Toast Central](#) for instructions on how to set up and configure Two Cash Drawers.

## Configuration:

# Setting Up a Cash Drawer on your POS Devices

- 1 Select the Toast icon in the top left corner of the device and then select **Device Setup**.
- 2 Confirm the Receipt Printer displayed is the one that has the cash drawer connected to it and says (has Cash Drawer). If it does not, follow the steps above to configure the printer with a cash drawer in Toast's back-end.
- 3 Then confirm that **Allow Cash Payments** and **Open Cash Drawer** are set to **Yes**.

### NOTE

If they are not set to **Yes**, select **Allow Cash Payments** and/or **Open Cash Drawer** and follow the prompts to set them both to **Yes**.

- 2 **Receipt Printer**  
TP200 - White WeWork (has Cash Drawer)
- Digital Receipts**  
No
- Always Print Receipt**  
Digital receipts is not enabled for this restaurant
- Allow Cash Payments**  
Yes
- Cash Receipt Options**  
Default (Use restaurant configuration)
- Open Cash Drawer**  
Open Cash Drawer for cash payments: Yes



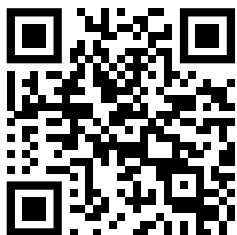
## Toast Customer Care

If you need further help, please contact  
Toast Customer Care:

Chat live with support on Toast Central  
(M-F from 9am-12am ET)

Submit a help ticket directly from Toast Central

Call (617) 682-0225 available 24/7/365



## Frequently Asked Questions

### Where do I get a replacement key?

You can order a new key through the [XYZ website](#) on the "Keys and Locks" page.

Your key number will match the number on the bottom of your drawer.

### Why won't my drawer open electronically?

Make sure your drawer is physically unlocked and the lock is in the vertical 12 or 6 o'clock position.

If issues persist, check that employees have the correct permissions set in the back end of Toast.

### Where can I learn more about cash management and reporting?

Check out [central.toasttab.com](#) for more how-to guides and FAQ docs!