THANK YOU FOR VOLUNTEERING!

REGISTER, TICKET PRINTER AND WIFI OPERATION

1. Tap the screen to turn on the register.

2. On the left side of the screen, select "Library," then "Items" at the top

3. You may scroll to find the item you are searching for or simply type it into the "Search" bar. Select an item to add it to the cart. Selected items will appear on the right side of the screen.

4. Some items will allow you to modify the order, upon a customer request. Utilize the modifier option if a customer requests specific changes to their order for example, a Snow Cone. Select the item, then the flavors, and hit the "Add" button.

5. Once all items being purchased are added, press the blue "Charge" at the bottom of the screen. Enter the customer's name or create a ticket number, the select "Next"

6. The total due will be displayed at the top of the screen.
   - If customer is **paying cash**, select or input the amount received. The cash drawer will automatically.
   - If the customer is **paying by card,** have the customer insert, tap or swipe their credit card at the payment terminal.
   - If the customer is **using Apple Pay,** press the payment type to display the QR code for the customer to scan.

   "Transaction Complete" will appear on the screen when the payment is complete.

7. An order ticket will print. Place tickets in the order they are received on the ticket rail, located on the silver shelf in the kitchen.

**If the Blackstone is in use, you will write what the customer's name and what they ordered from the grill on a ticket stub. Then, give it to the person working the grill.

(HD) Hotdog   **(H)** Hamburger   **(CB)** Cheeseburger

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RECEIPT PAPER LOADING INSTRUCTIONS
Begin video at 1:15

If the ticket printer runs out of paper…

1. Use the gray latch to open the cover
2. The fresh paper rolls can be found under the counter. Insert with the leading edge feeding from the bottom towards the front. Leave a small tail out and snap the cover closed.
3. If installed properly, the printer will automatically detect and feed the paper

WI-FI AND INTERNET TROUBLESHOOTING

If the Wi-fi, or Square terminal, has lost internet connection, please try the following troubleshooting method to restore connection… You are trying to the connect to the hotspot named, "iPad"

1. Locate the iPad stored underneath the register and restart it.
2. After it has powered back on, open the "Settings" icon.
3. Next, select "Wi-Fi" and see if the iPad re-establishes connection.
4. If this does not work, toggle the iPad into Airplane mode for 30 seconds or so. Toggle it back off.

If this is unsuccessful, please Kerry Sipkovich (949) 462-4856 to troubleshoot further.