

Function Keys



When entering a number, use this key to backspace to make a correction.



Used to enter a generic free meal. Use this key when you would enter a customer # in a normal transaction. Consult district policy on exact use.



Used to enter a generic reduced meal. Use when you would enter a customer # in a normal transaction. Consult district policy on exact use.



Used when customers in a particular serving line purchase the same item. Usually a reimbursable meal.



Used to remove an item from the current transaction.



Use when you would enter a customer # in a normal transaction to indicate that the customer is an adult. Prices will be adjusted to the adult price.



Typically used to complete a transaction for a cafeteria worker where the worker isn't being charged for the meal.

1. Press the Item key(s).
2. Enter customer #, Generic Key or Taxable Adult Key.
3. Select the Earned Key.



Used to clear the current transaction. The message "All Cleared" will display.



Used to void the last transaction that you just completed.



Used to indicate the number just entered is a customer #. This key is also used to pull a customer up that is currently stored in the queue.



Used to find & select a customer who doesn't have their customer #.

1. Press Name Search.
The following will display:



2. Type in the first few letters of the customer's last name.
3. Select the Enter Key.
The first name in your database that begins with those letters will appear.
4. Select the up or down arrow to find the correct customer.
5. When the correct customer is displayed, select the Enter Key.
6. Use <- to remove a letter entered by error.



Used to add prepayments to a customer's account.

1. Press the Prepay Key.
2. Enter customer number.
3. Enter the amount.
4. Select the Enter Key.
5. Enter the Check # and the Enter Key.

Function Keys QRG



Used to enter a command when using the Name Search, Prepay, Customer ID# or Menu Keys.



Used to log on and off of Point of Sale.



Used to access the Advanced Menu list such as change Keyboards, Enter Item Codes, Void Transactions and Bulk Entry. Press the number key associated with the selection you want, then select the Enter Key. Follow the on-screen instructions.



Used to charge or add money to a customer account. See chart on previous page.



Used to enter the amount of money the customer has given the cashier.

Number Keys



Numeric Keys are used to enter customer numbers manually, cash or meal credit amounts and item quantities.