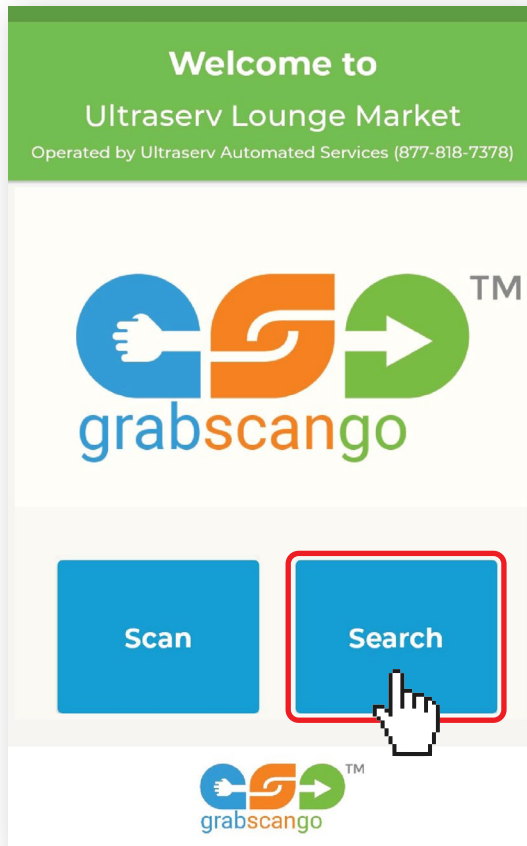
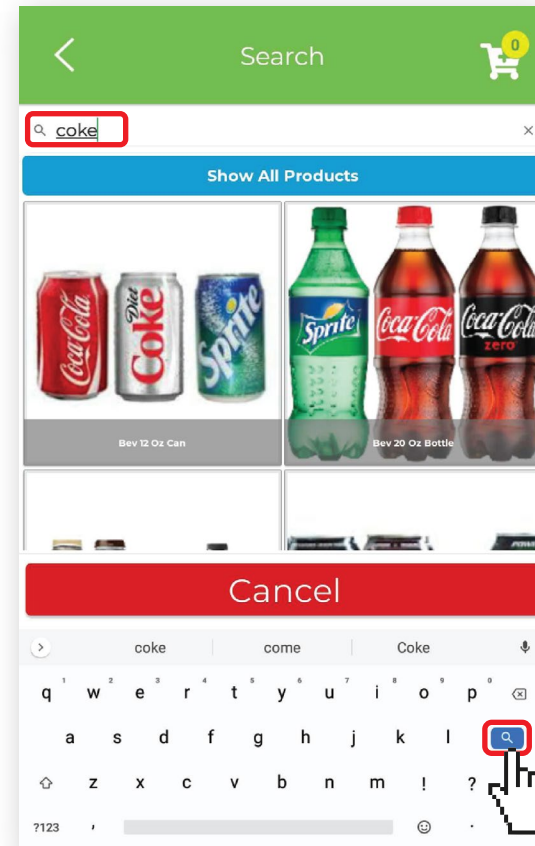


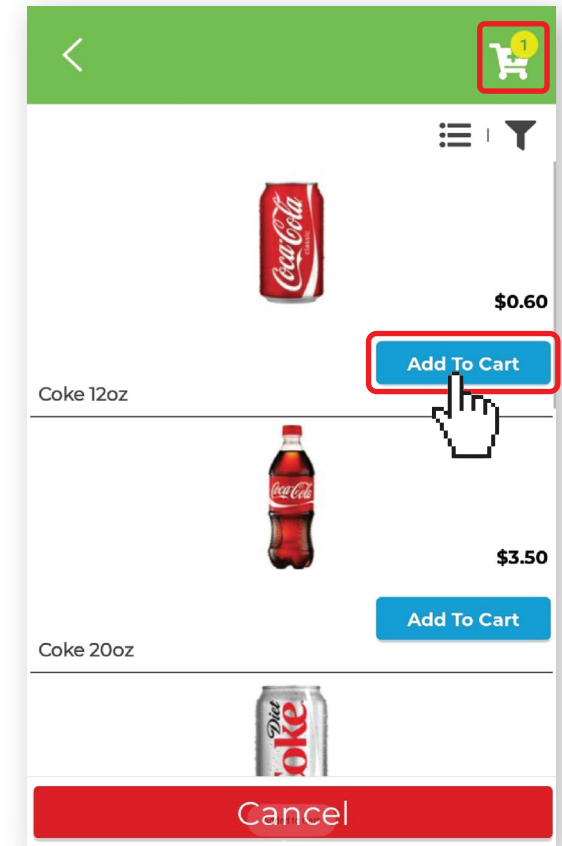
How to *Search* for Products on the Front Desk Terminal



Click "Search".



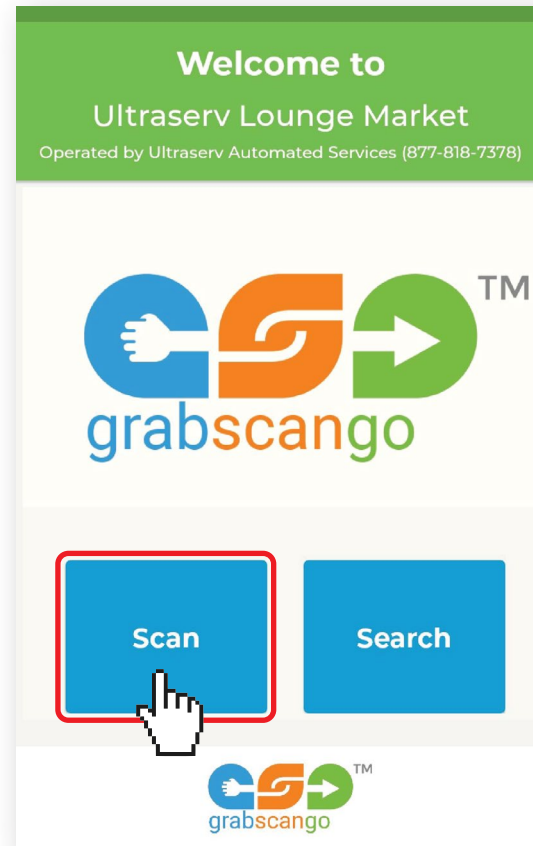
Type product name in the box at the top and click the Search button on the keyboard.



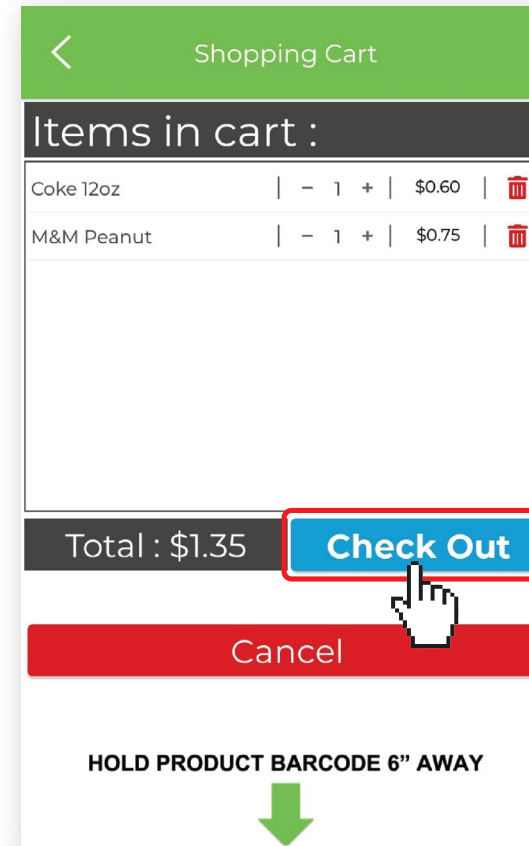
Click "Add to Cart".

Click Shopping Cart when done adding products.

How to *Scan* for Products on the Front Desk Terminal



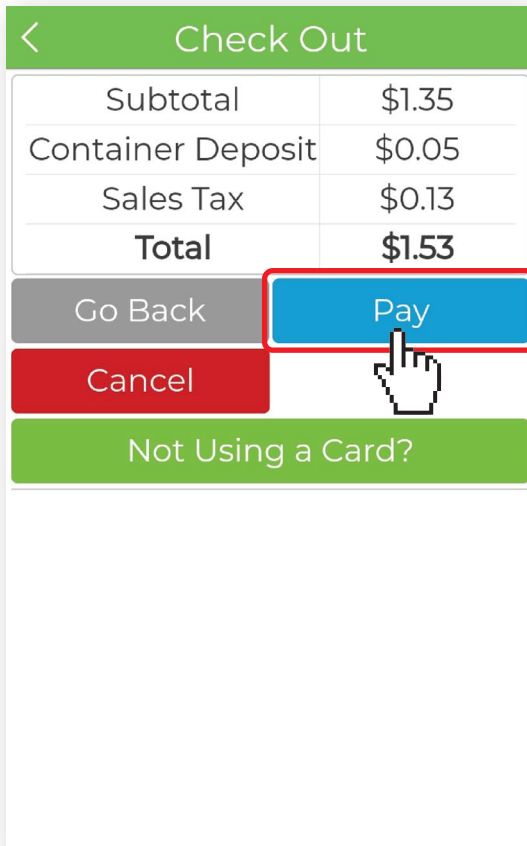
Click "Scan".



Scan products using scanner at the bottom of the pay terminal.

Click "Check Out" when done adding products.

How to *Check Out* on the Front Desk Terminal



< Check Out

Subtotal	\$1.35
Container Deposit	\$0.05
Sales Tax	\$0.13
Total	\$1.53

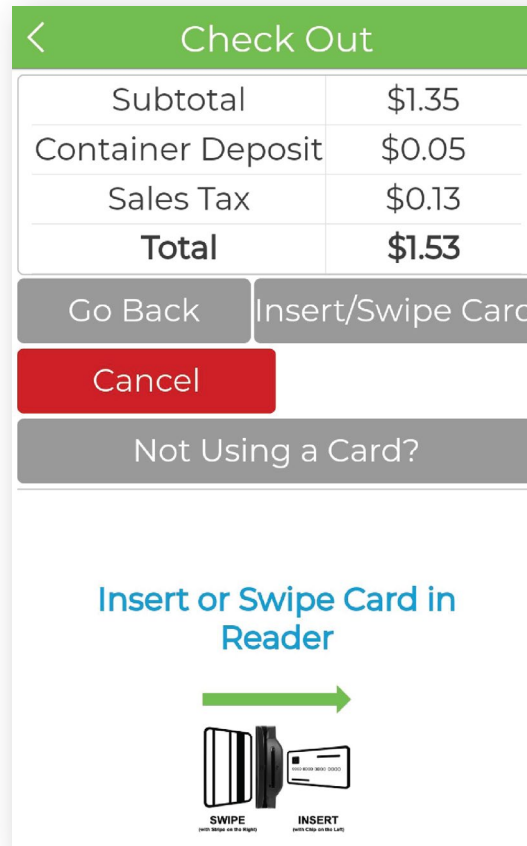
Go Back Pay

Cancel

Not Using a Card?

Click **"Pay"** if guest is paying with a debit/credit, OR

Click **"Not Using A Card?"** if using another payment method.



< Check Out


Subtotal	\$1.35
Container Deposit	\$0.05
Sales Tax	\$0.13
Total	\$1.53

Go Back Insert/Swipe Card

Cancel

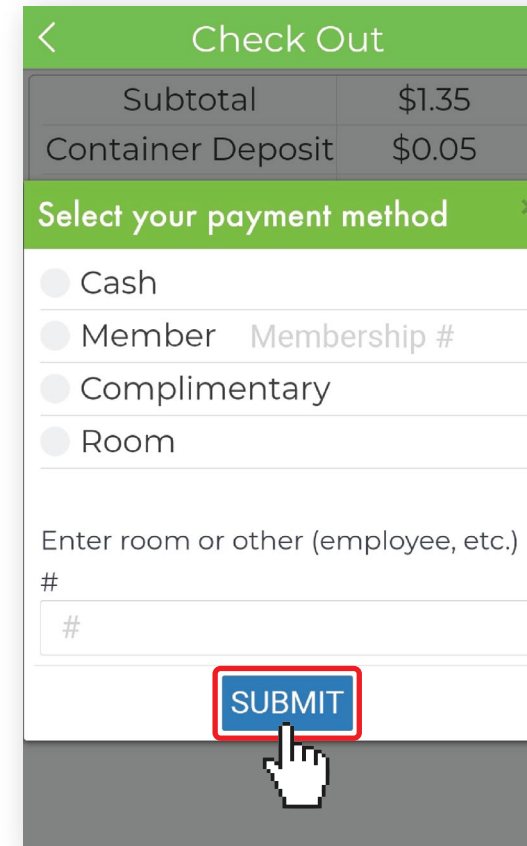
Not Using a Card?

Insert or Swipe Card in Reader



Insert card if chip card OR swipe card if non-chip card.

(Optional) Click **"Email Receipt"** if guest wants a receipt sent to their email address.



< Check Out

Subtotal	\$1.35
Container Deposit	\$0.05

Select your payment method x

☐ Cash

☐ Member Membership #

☐ Complimentary

☐ Room

Enter room or other (employee, etc.) #

#

SUBMIT

If guest is using other payment method, select correct method and click **"Submit"**.

If guest is paying Cash: Select "Cash" AND enter Room #. Click "Submit". If not staying at the hotel, put 000 and click "Submit".

If product(s) are being offered as Member Reward: Select "Member". Enter Membership # AND enter Room #. Click "Submit".

If product(s) are Complimentary: Select "Complimentary" AND enter Room #. Click "Submit".

If product(s) are being Billed to Room: Select "Room" AND enter Room #. Click "Submit".

