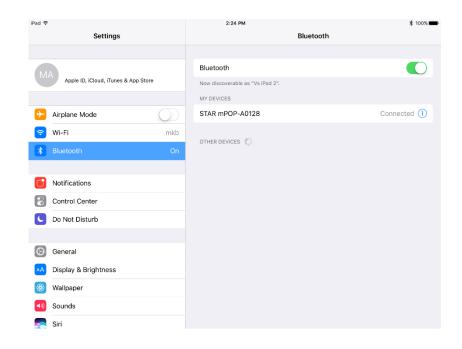


Step 1. Power Up and Connect

- **1. Turn on register.** The power button is location on the bottom right hand side of the register if you are looking at the register's cash drawer.
- **2. Turn on iPad.** The power button is located on the top left hand side of the iPad if it is sideways with the home button on the right hand side.
- 3. Turn on your wifi. Your wifi must be turned on and your iPad must be connected for your POS to work.
- **4. Connect your iPad top your wifi.** Wifi is provided by the user. See store manager for password this information.
- **5. Plugin the credit card slider.** Make sure Credit card slider is plugged into the iPad lightning port on the right hand side.
- **6. Connect your iPad to your printer.** If the iPad is not connected to the printer/register the drawer will not open or print receipts.



Connecting your iPad to a Bluet

Turn on the Bluetooth printer.

Open The Bluetooth menu on the device.

Turn on the Bluetooth visibility on the device.

Select the Bluetooth printer you want to connect.

On the right of the device name will say Connected when the Bluetooth printer is paired.

Step 2. Logging In

1. Log into your iPad.

Most iPads are setup with a 4 digit login code. Enter your login in code on the iPads home screen.

2. Open the POS Application.



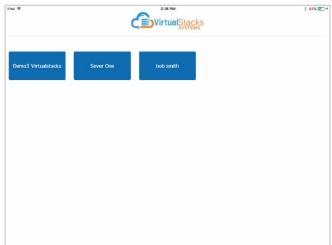
- 3. The login screen will open. Enter previously supplied Login and password.
- 4. Select the location you wish to log in to. Click Go.



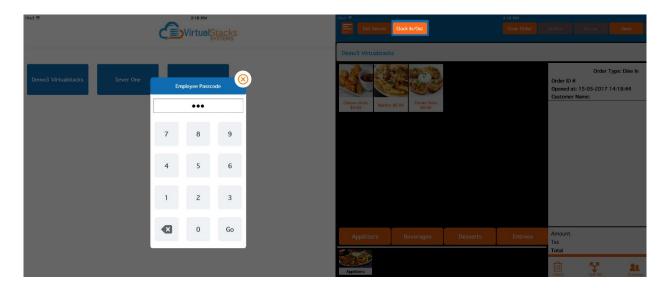


- 5. Select Quick Serve (no tables) or Table Top (Tables). Click Go.
- 6. Select the user that is logging in.

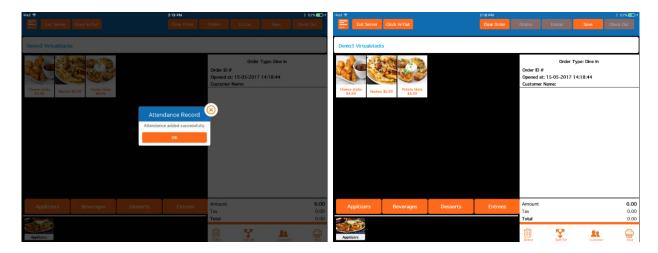




- 7. The password window will open. Login in with your user Password. Click Go. You are now logged in.
- 8. Now you will need to clock in to your POS. Choose the **Clock In/Out** Button in the top section of the POS.



- 9. After you clock in you will see a message saying you're clocked in. Click OK to close the message screen.
- 10. You are on your way to taking your first order. Let's set up your printer.



Step 3. Connect your Printer/Register

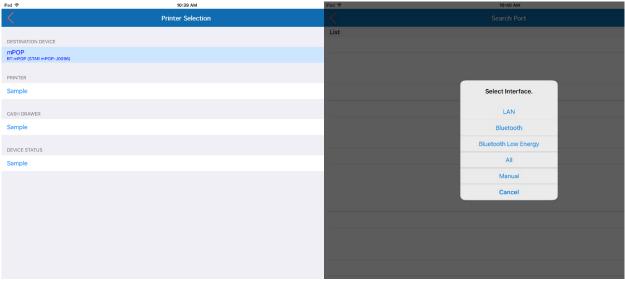
- 1. Open the settings menu. In the top left hand corn of the POS Screen.
- 2. Click the **Printer/Display** button. And the printer selection window will open.
- 3. Select **Star Printer**. Select the Star printer from the drop down menu.





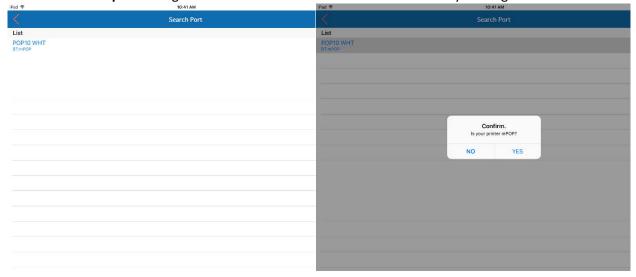
4. Select the **mPop** device

5. Select **Bluetooth** for interface settings



6. Select the **mPop** device again

7. Confirm the device by clicking Yes.



To perform a sample print. Note: The device you are running the App on will need to be connected by Bluetooth to the printer you are using in the Devices settings menu. If at any time you get the message below it means your printer is not properly connected.

Step 4. Enter Starting Cash

In the Manager Functions section, located in the top left hand side of the POS window, the Cash Reconciliation section allows you to keep track of money in your register.

1. Open the **Manager Function** tab.



2. Click on the Cash Reconciliation button.



Cash Reconciliation

- 3. Enter the **starting cash** in the cash reconciliation section of the managers function section. Enter the count of each set of bills and change.
- 4. Click **save** to save the starting cash to be accessed at the end of the day for cash reconciliation.



YOU ARE NOW READY TO START TAKING ORDERS!

Step 5. Close out Your Register

Before clocking out and exiting server you will need to count your cash drawer. *Note: To count your cash drawer you must be authorized to access the cash reconciliation section of the pos.*

1. Open the Manager Function tab.

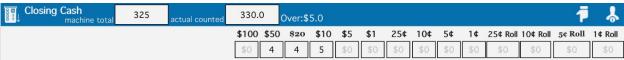


2. Click on the Cash Reconciliation button.



Cash Reconciliation

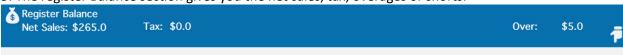
3. Enter the count of each set of bills and change in the **closing cash section**. *The closing cash machine total and the actual counted totals should balance*.



4. Enter the count of each credit card receipt in each card type category. *This total should match the Credit card machine total.*



5. The register Balance section gives you the net sales, tax, overages or shorts.

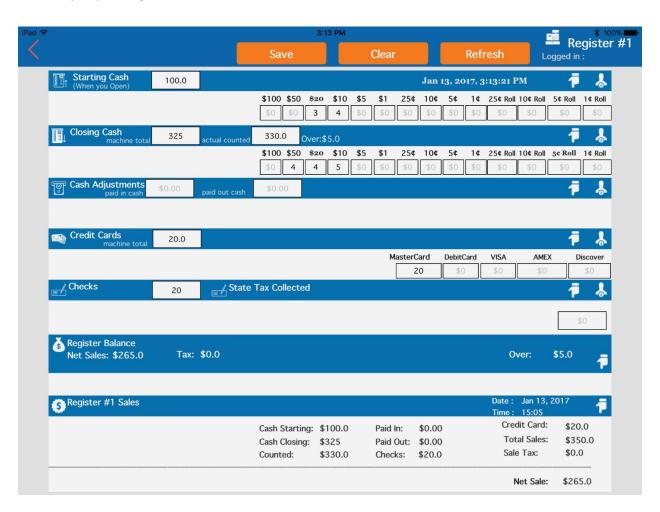


6. The register sales will give a break-down of all register information.



The closing cash machine total, cash adjustments, paid out cash, credit card machine total, tax sales tax and the register sales section will automatically be filled from the machines totals.

7. After all cash, credit card receipts and checks are entered. And your register is balanced. To close you your register the last server will use the **clock out** function and then **exit server** function.



What if?

My iPad won't process orders?

Check to make sure the printer is turned on.

Check to make sure the iPad is connected to the wifi. If the iPad isn't connected the iPad can't process orders.

Check to make sure a location was picked to log into. Check to make sure the server is logged in and has clocked in.

Make sure you have selected items to purchase to have an order to process

My printer won't print recipes?

Check to make sure the printer is plugged in and turned on.

Check to make sure the printer is connected through the iPads Bluetooth menu. Located in the iPads settings menu, under Bluetooth to make sure the iPad is connected to your bluetooth printer.

Check to make sure the printer is connected through the POS printer/Displays menu. Located in the top left hand corner under printer/displays. See instruction in the above section.

Check to see if your printer is out of paper.

Check to see if you chose the option for "do not print a receipt".

Check to make sure you have taken proper payment, if the payment hasn't been processed in quick serve mode you will not get a receipt.

My iPad won't process credit cards?

Check to make sure the iPad is connected to the wifi. Located in the iPads settings menu under wifi, verify it is connected to your wifi.

Check to make sure the credit card slider is properly plugged into the iPad. It should be firmly plugged into the charging port on your iPad.

My Cash Drawer won't open?

Check to make sure the printer is connected through the iPads Bluetooth menu. Located in the iPads settings menu, under Bluetooth to make sure the iPad is connected to your bluetooth printer.

Check to make sure the iPad is connected to the wifi. Located in the iPads settings menu under wifi verify it is connected to your wifi.

Check to see if you have permission to access the Cash drawer section of the manager functions section of the POS.