

How to put register in training mode – using a Manager Key

1. Turn Manager key to MGR mode
2. Enter 4
3. Press CASH
4. Enter 1
5. Press CASH
6. Press CASH
7. Turn Manager key to REG mode
8. Ring in items

How to take register out of training mode

1. Turn Manager key to MGR mode
2. Enter 4
3. Press CASH
4. Enter 0
5. Press CASH
6. Press CASH
7. Turn Manager key to REG mode

How to put register in training mode – using a Manager Number

1. Press MGR #
2. Enter Manager number
3. Press MGR #
4. Press SHIFT KEY
5. Lift Main Layout
6. Press TRAIN ON
7. Replace Main Layout
8. Press CASHR #
9. Enter Cashier number
10. Press CASHR #
11. Ring items

How to take register out of training mode

1. Press MGR #
2. Enter Manager number
3. Press MGR #
4. Press SHIFT KEY
5. Lift Main Layout
6. Press TRAIN OFF
7. Replace Main Layout

How to Ring a Crew Discount – using a Manager Number

1. Enter menu item(s)
2. Press SUB TOTAL
3. Press MGR#
4. Enter your manager number
5. Press MGR#
6. Press SUB TOTAL
7. Press CREW DISC
8. Press SUB TOTAL
9. Enter amount tendered
10. Press CASH
11. Press RECEIPT ISSUE
12. Have employee receiving the discount sign the receipt and place receipt in basket

How to Void an Entire Order

1. Press MGR #
2. Enter Manager number
3. Press MGR #
4. Press SHIFT KEY
5. Lift Main Layout
6. Press VOID ALL
7. Replace Main Layout

How to Promo an Entire Order

1. Enter menu item(s)
 2. Press PROMO
 3. Press SUB TOTAL
 4. Press CASH
 5. Press RECEIPT ISSUE; initial it and place in basket
- Note:** Receipt will say “Prom” by items

How to Promo a Menu Item

1. Cursor up to the menu item
 2. Press PROMO
 3. Press SUB TOTAL
 4. Enter amount tendered
 5. Press CASH
 6. Press RECEIPT ISSUE; initial it and place in basket
- Note:** Receipt will say “Prom” by items

How to Issue a Refund

1. Enter Cashier number
2. Press MGR#
3. Enter Manager Number
4. Press MGR #
5. Press REFUND
6. Ring in items to be refunded
7. Press SUB TOTAL
8. Press CASH or CREDIT
9. Receipt automatically prints; have customer sign receipt and include phone number and place receipt in basket

How to Ring a Fundraiser and a Fundraiser

Fundraiser:

1. Enter cashier number
2. Press FUNDRAISER
3. Ring up order in this mode and cash out as usual

Fundraiser Donation:

1. Enter cashier number
2. Press MGR # key
3. Enter Manager number
4. Press MGR #
5. Press SHIFT KEY
6. Lift Main Layout
7. Enter the dollar amount being donated
8. Press FUNDRAISER DONATN
9. Press SUB TOTAL
10. Press CASH or CREDIT
11. Replace Main Layout

How to Perform a Manager Reset

1. Turn key labeled MGR clockwise to Manager Mode
2. Turn off the power to the register (switch located underneath the register, on the right hand side towards the display)
3. Hold down the CLOCK IN key (key located in the upper right hand corner of the keyboard)
4. While holding down the CLOCK IN key, turn the power back on; you will hear 2 beeps if done correctly – a long beep followed by a short beep
5. Release the CLOCK IN key
6. Turn the manager key counter clockwise returning to register mode

POS Quick 5500 Managers Reference Guide

How to Perform a Printer Reset

1. Turn off the power switch on the printer
2. Hold down the feed button
3. While holding down the feed button, turn the power switch back on
4. Release the feed button; it will print a short receipt with settings printed on it
5. Press the feed button; it will print a long receipt
6. Once printing has finished, turn power switch off and back on

How to Perform a Paid In

1. Press MGR #
2. Enter Manager number
3. Press MGR #
4. Press PAID IN KEY
5. Enter the amount
6. Press CASH
7. Press PAID IN KEY again
8. Press RECEIPT ISSUE

How to Perform a Paid Out

1. Press MGR #
2. Enter Manager number
3. Press MGR #
4. Press PAID OUT KEY
5. Enter the amount
6. Press CASH
7. Press PAID OUT KEY again
8. Press RECEIPT ISSUE

How to Ring Delivery, Set Up, and Deposits for Catering

1. Logon as Cashier
2. Enter \$ Amount
3. Press CATR CHRG
4. Press SUBTOTAL
5. Tender Order

How to Ring Tier 1 and Tier 3 for Catering *RTL and Full Cold Stone Experience*

1. Logon as Cashier
2. Enter Qty
3. Press @
4. Press IC
5. Enter number of Item; 11, 12, 13
6. Press SUBTOTAL
7. Tender Order

How to Ring Tier 2 for Catering

Cakes

1. Logon as Cashier
2. Enter Qty
3. Press @
4. Press CAKE
5. Enter number of item; 11, 12, 13
6. Press SUBTOTAL
7. Tender Order