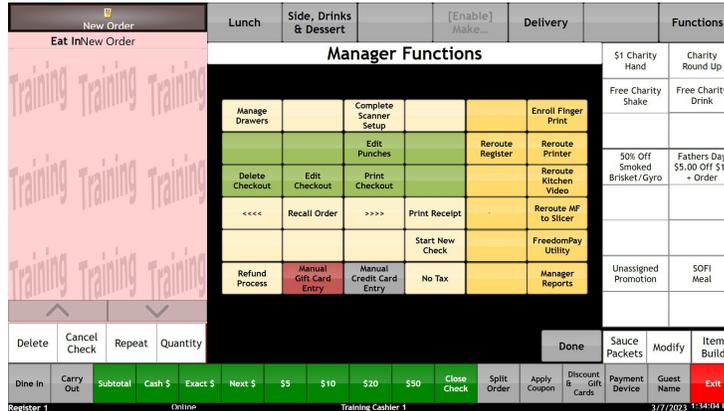


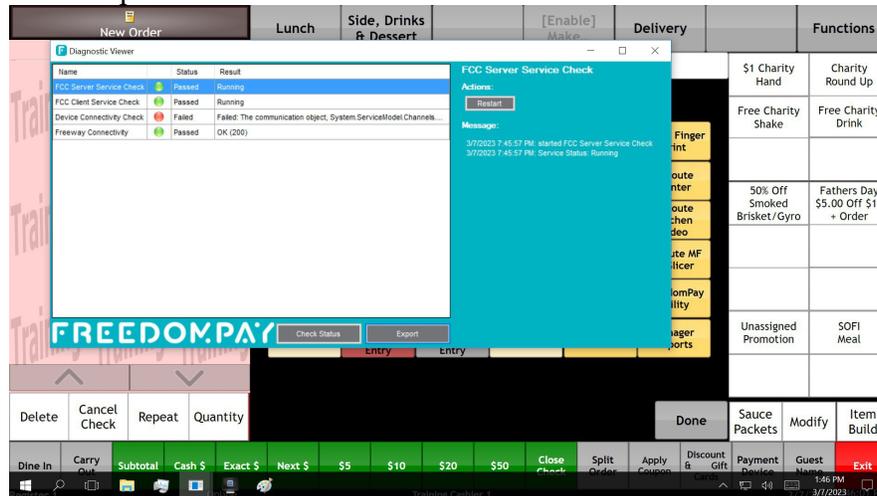
Quick Reference Guide for the New Credit Card Machines

A new button under Manager Functions:

If the credit card machine ever isn't responding or says "Arbys Secured by Freedom Pay" this is the button to reset it with that error.



When it is pressed it will launch the troubleshooter, there should be green lights in slots 1, 2, and 4. They are working on the 3rd light currently it stays red, but should be green as well. If any of these are red and not supposed to be there is a button that says reset, touch it and it will restart the services. If this does not work or if the lights are green and the machine doesn't respond see below:



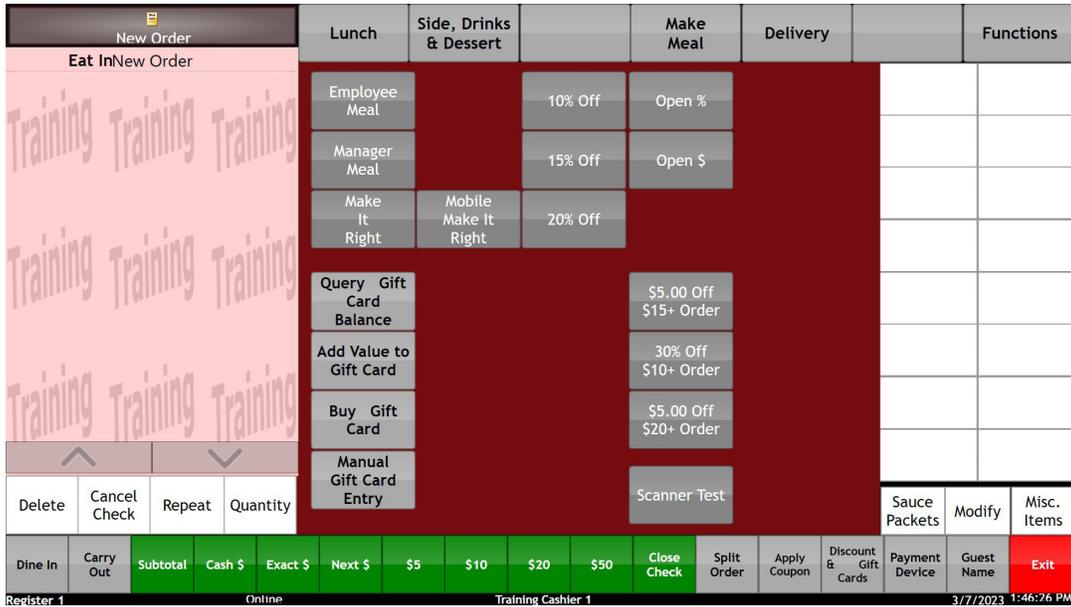
Whenever a register is closed this should be on the screen. If it is not check the Freedom Pay utility, and/or reboot the credit card machine.

To do a quick reboot on the credit card machine hold down the yellow <, and hold down the # at the same time. NEVER reboot by unplugging the credit card machine from power, or the computer. If you do it will take 20+ minutes for it to come back up.



How to process transactions

There is no longer a 'credit card' or 'gift card payment', the button is now Payment Device and covers all types of card transactions.



If a customer wants to do a split transaction:

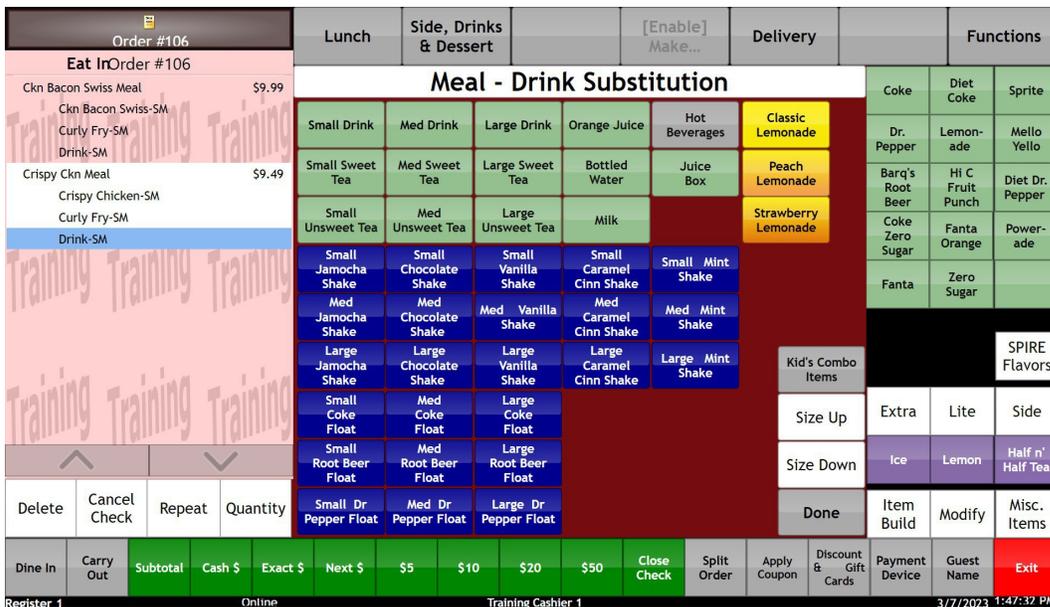
***Cash-Credit

Put in the cash amount first, then press payment device after the cash is entered

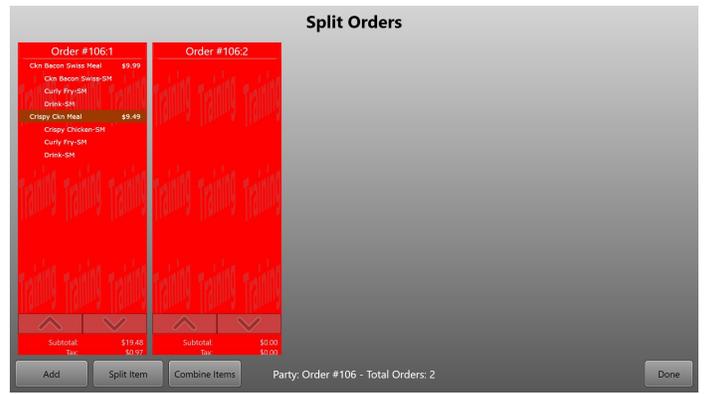
***Gift – any other type

Process the gift card first then the other type

***2 different credit cards- (Mike is looking into a way making this easier but this is currently the only option)



- 1) Enter the order as normal
- 2) Press the 'Split Order' Button
- 3) Press the "Add" Button and a second screen pops up
- 4) Highlight the meal/items to move to the second part. You cannot separate a meal it must stay together.
- 5) Click the second part that just opened and the item(s) will move over



- 6) once all items have been moved over and the check split into 2 (or more) parts click done.
- 7) Once back to the main screen you can now see below the order a 1 and a 2 (or more) these are the 2 parts that you just separated so they can be rung up with different tenders.

Order #106		Lunch	Side, Drinks & Dessert	[Enable] Make...	Delivery	Functions												
Eat Order #106:2		Meal - Drink Substitution				Coke	Diet Coke	Sprite										
Crispy Ckn Meal \$9.49		Small Drink	Med Drink	Large Drink	Orange Juice	Hot Beverages	Classic Lemonade	Dr. Pepper	Lemonade	Mello Yello								
Crispy Chicken-SM		Small Sweet Tea	Med Sweet Tea	Large Sweet Tea	Bottled Water	Juice Box	Peach Lemonade	Barq's Root Beer	Hi C Fruit Punch	Diet Dr. Pepper								
Curly Fry-SM		Small Unsweet Tea	Med Unsweet Tea	Large Unsweet Tea	Milk		Strawberry Lemonade	Coke Zero Sugar	Fanta Orange	Powerade								
Drink-SM		Small Jamocha Shake	Small Chocolate Shake	Small Vanilla Shake	Small Caramel Cinn Shake	Small Mint Shake		Fanta	Zero Sugar									
		Med Jamocha Shake	Med Chocolate Shake	Med Vanilla Shake	Med Caramel Cinn Shake	Med Mint Shake												
		Large Jamocha Shake	Large Chocolate Shake	Large Vanilla Shake	Large Caramel Cinn Shake	Large Mint Shake	Kid's Combo Items	SPIRE Flavors										
		Small Coke Float	Med Coke Float	Large Coke Float			Size Up	Extra	Lite	Side								
		Small Root Beer Float	Med Root Beer Float	Large Root Beer Float			Size Down	Ice	Lemon	Half n' Half Tea								
		Small Dr Pepper Float	Med Dr Pepper Float	Large Dr Pepper Float			Done	Item Build	Modify	Misc. Items								
1 2 Delete Cancel Check Repeat Quantity		Dine In	Carry Out	Subtotal	Cash \$	Exact \$	Next \$	\$5	\$10	\$20	\$50	Close Check	Split Order	Apply Coupon	Discount & Gift Cards	Payment Device	Guest Name	Exit

Drawer Check out: Is pretty much the same as before the new machines, only difference is the POS side of the screen in RTI will now auto-populate with the credit card amounts, and you just have to copy that over to the till side. It is impossible to have shortages/overages in credit/gift cards as it is all automatic. You also do not have to check the 'credit card' button under Cash Management in RTI anymore as it is all automatic.

Misc Gift Card Buttons

The screenshot displays the POS interface with the 'Discount & Gift Cards' menu open. The menu items are as follows:

Lunch	Side, Drinks & Dessert	Make Meal	Delivery	Functions
Employee Meal		10% Off	Open %	
Manager Meal		15% Off	Open \$	
Make It Right	Mobile Make It Right	20% Off		
Query Gift Card Balance			\$5.00 Off \$15+ Order	
Add Value to Gift Card			30% Off \$10+ Order	
Buy Gift Card			\$5.00 Off \$20+ Order	
Manual Gift Card Entry			Scanner Test	

The bottom navigation bar includes the following buttons: Delete, Cancel Check, Repeat, Quantity, Dine In, Carry Out, Subtotal, Cash \$, Exact \$, Next \$, \$5, \$10, \$20, \$50, Close Check, Split Order, Apply Coupon, Discount & Gift Cards, Payment Device, Guest Name, and Exit.

This screen is found by pressing the “Discount & Gift Cards” button.

- Button 1) how much is on a gift card
- Button 2) Add funds to an existing gift card
- Button 3) Sell a new gift card
- Button 4) As we all know on occasion would get a 'no track on card' error with the old machines and had to type in the number by hand, this is for that.

When offered the choice between Credit/Debit, always pick Credit, if debit is chosen it will give an error and card will have to be reentered.

If there are any questions on this document please contact Paul at za8892@aesgroupllc.com (as he's the one that made it) or shoot him a text 262-308-9918

Any technical questions contact It at midwestsupport@aesgroupllc.com