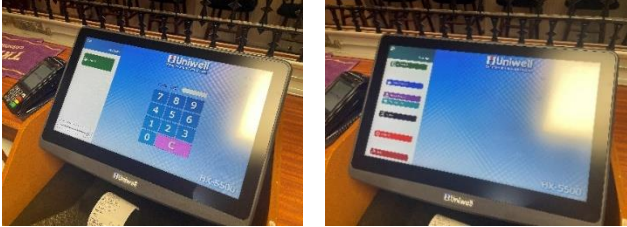# Instructions for CSC Till

To log in - Touch the screen to wake up the till

Then use one of the clerk codes which is either 1, 2, 3 or 4.
- Press the number on the keypad
- Then press 'Sign On'
- Then press 'Sales Mode'

Once in sales mode, you will see 4 buttons CLERK 1, CLERK 2, CLERK 3, and CLERK 4, press which clerk you are, this will then keep you logged in until you press the same clerk button again to log out

Before you start serving, select which price level by pressing the 'member prices' or the 'function prices' button (If on function prices you will see a symbol at the top of the screen) You can switch between these whenever needed

The card machine is integrated with the till so once you have input the drinks, press 'Card Payment' to take the payment. Please remember to return to the cradle when finished using so that the machine battery can charge

For contactless payments, the card is to be pressed on the top of the machine, rather than on the screen

End of Day Process
When you have finished, please ensure you end of the day the till and the card machine

To end of the day the till
1. Press Exit
2. When prompted are you sure? Press OK
3. Press 1 and then Sign on
4. Press X-Read Report
5. Then press Auto Fill Transaction
6. Check that the correct date is selected and then press Enter (This will give you a print-off of the takings)

To end of the day the card machine
1. Press the menu button twice, which is the top right button with the black circle on it
2. You will then see on the screen 'Reports' press this on the touch screen,
3. Enter the supervisor code, which is 123456 then press enter
4. Select 'End of Day' on the screen (This will give you a reicept printout - leave it for a moment to allow for the full print (there will be a pause), then place in the till with the till printout
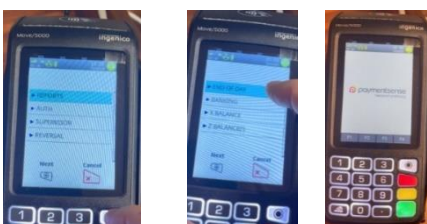
Please then put the till into standby mode
1. Press Shutdown
2. And then press - Standby