

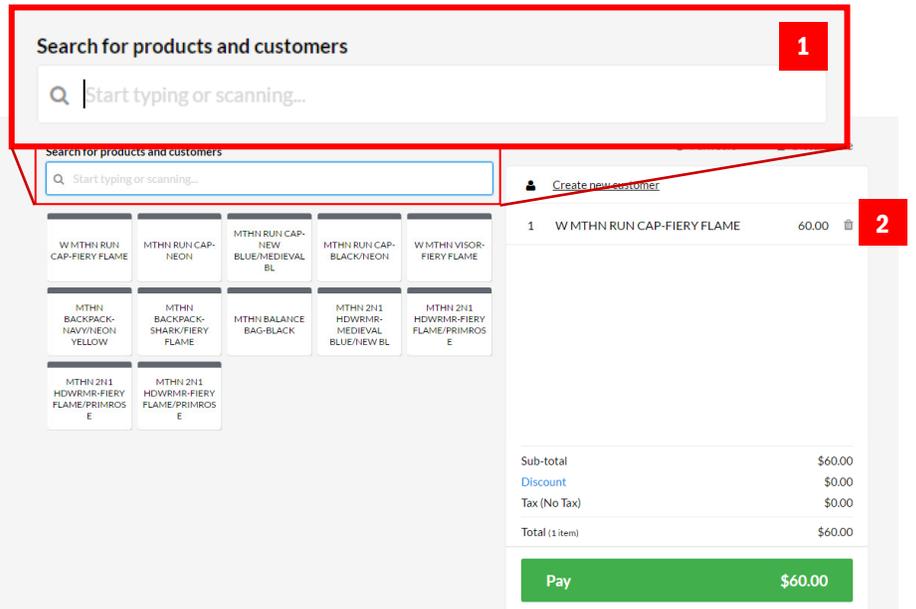
Getting Started with Vend POS on the iPad/PC

General Operation

Ringing in Sales

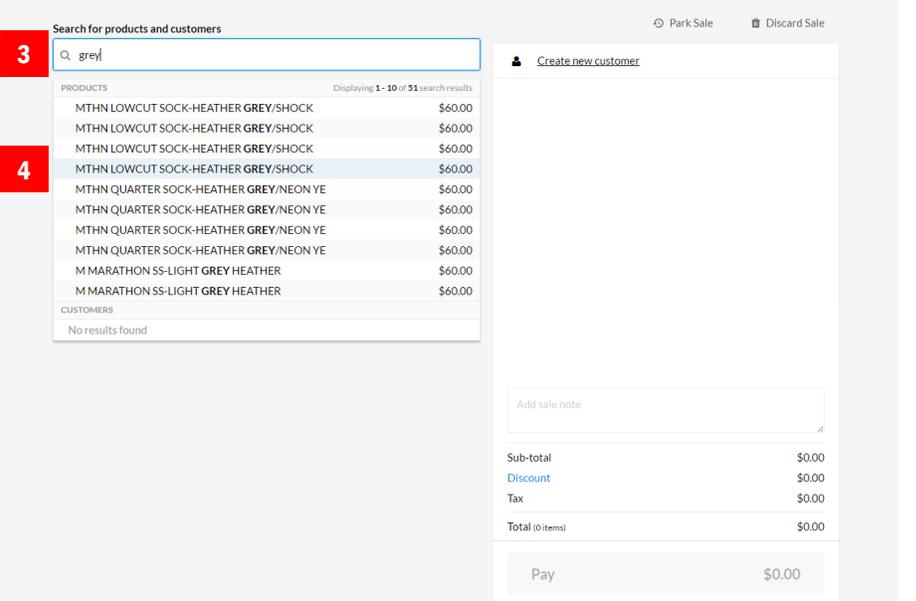
Using the barcode scanner

1. Before scanning, verify the cursor is showing in the “Start Typing or Scanning” box
2. Aim the scanner at the barcode and press the large scan button. The item will show up on the right side of the screen when scanned



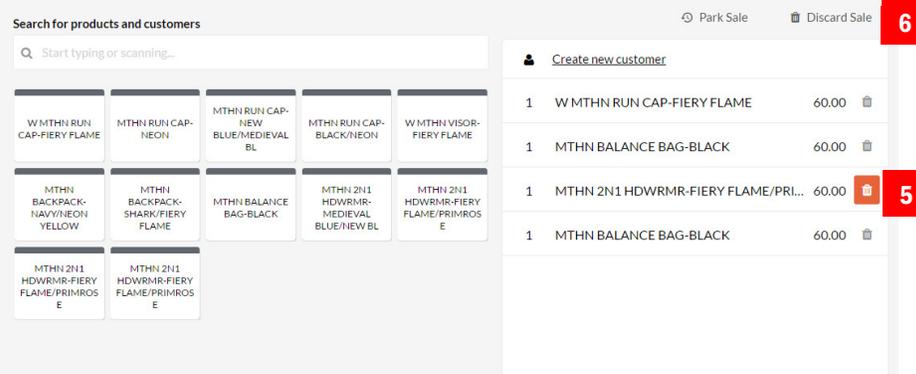
Searching for items

3. If the scanner won't read the barcode, start typing the item description from the tag
4. Touch or click the item from the list that pops up



Removing Items from the Sale

5. Touch the trash can icon to the right of the item to remove it from the sale
6. To cancel the entire sale, touch the Discard Sale button at the top of the screen



Finishing the Sale

1. Touch the green Pay button at the bottom of the screen
2. If the customer is paying cash, enter the amount they are giving you in the box at the top of the screen
3. Press the Cash button
4. If they are paying with a card, press Credit – Vantiv Integrated
5. Insert the card into the reader and follow the prompts on the terminal
6. After authorization is complete and the customer has signed or you have pressed cash, press the Done to complete the sale and print the receipt

Sub-total \$240.00
Discount \$0.00
Tax (NYC Tax) \$10.65
Total (4 items) \$250.65

1 Pay \$250.65

Sale Summary

4 Item(s)	
1	W MTHN RUN CAP-FIERY FLA... 60.00
1	MTHN BALANCE BAG-BLACK 60.00
1	MTHN 2N1 HDWRMR-FIERY F... 60.00
1	MTHN BALANCE BAG-BLACK 60.00
Sub-total \$240.00	
Total Tax (NYC Tax) \$10.65	
Total \$250.65	
Balance \$250.65	

Pay 260.00

3 Cash 4 Credit - Vantiv Integrated Offline EFT

Customer

▲ Add a customer to process this sale using the following:

Layby On Account

Payment complete!
Issue change of \$15.00

Print Receipt Gift Receipt

Done (ESC) 6

Sale Summary

3 Item(s)	
1	W MARATHON TIGHT-BLACK 60.00
1	MTHN BACKPACK-SHARK/FIE... 60.00
1	MTHN LOWCUT SOCK-HEATH... 60.00
Sub-total \$180.00	
Total Tax (NYC Tax) \$5.33	
Total \$185.33	
Payment (Cash rounding) \$0.33	
Payment (Cash) \$200.00	
Change \$15.00	
Balance \$0.00	

Discounts

Adding a Discount

Discounts are given to certain customers based on their identification or credentials. The three types of customers are:

Roadrunner Club
Asics Employee
VIP

To add a discount to an order, follow these instructions.

1. From the Pay screen, touch Add a Customer
2. Type in the search box the corresponding customer type from the list above
3. Select the customer type from the list below the search box

← Back to Sale

125.33

Pay

Cash Credit - Vantiv Integrated Offline EFT

Customer

1 ▲ Add a customer to process this sale using the following:

Layby On Account

Add a customer to the sale

2 Search for customers Add new customer

Q Asics Employee

CUSTOMERS

3 Asics Employee NYC-AsicsEmployee

Cancel Add customer to sale

ESC ← Back to Sale 125.33

Offline EFT

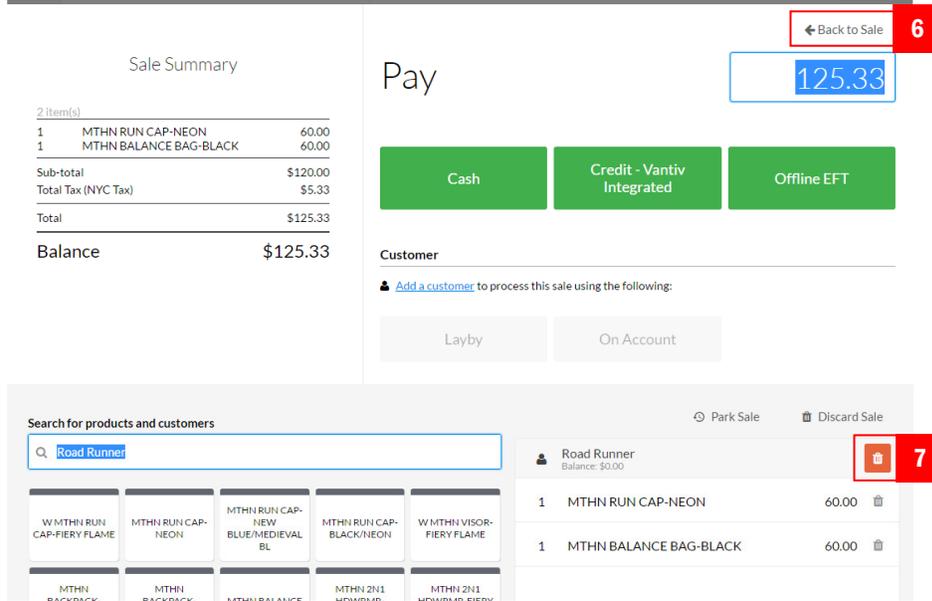
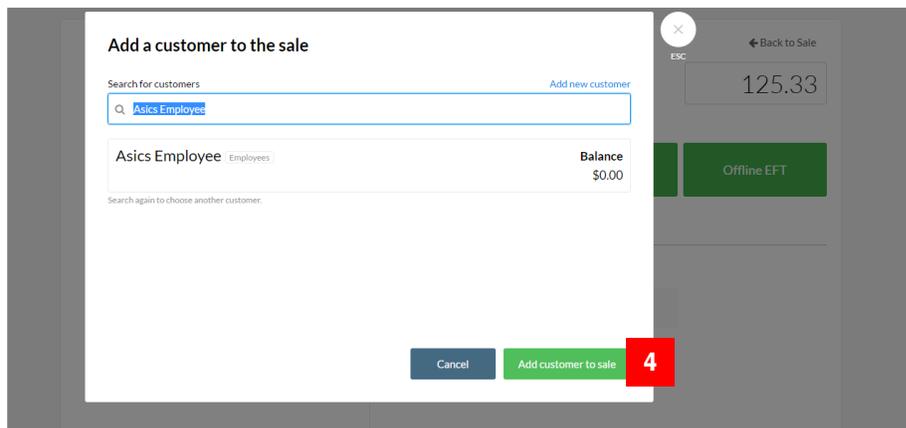
Sale Summary

2 Item(s)	
1	MTHN RUN CAP-NEON 60.00
1	MTHN BALANCE BAG-BLACK 60.00
Sub-total \$120.00	
Total Tax (NYC Tax) \$5.33	
Total \$125.33	
Balance \$125.33	

4. Press the Add Customer to Sale button to apply the discount
5. The new total will be displayed on the payment screen

Removing a Discount

6. To remove a customer discount, press Back to Sale from the Pay screen
7. Touch the Trash icon next to the customer name field
8. The customer type will be removed along with any discount.



Reloading Paper

Keep paper in the printer at all times. If the printer starts to beep, replace with a new roll of paper making sure **paper feeds from the underside of the roll**.

Change it when it gets low. Never pull the paper through the printer without lifting the release lever first.

