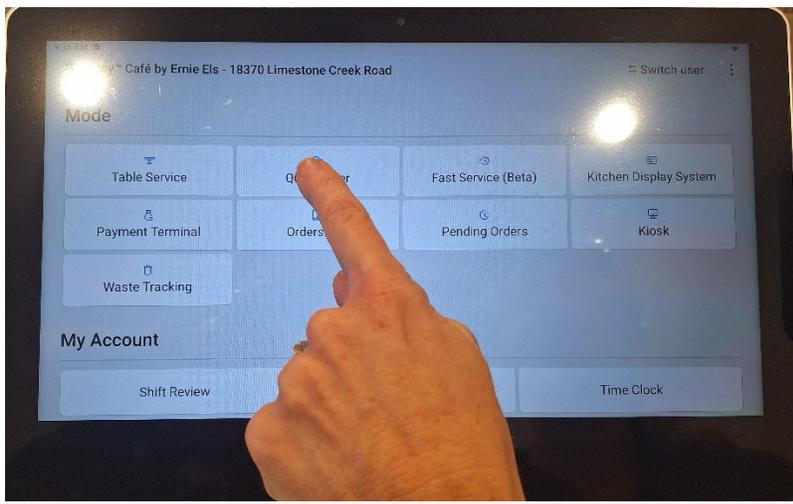


Using the Register - TOAST

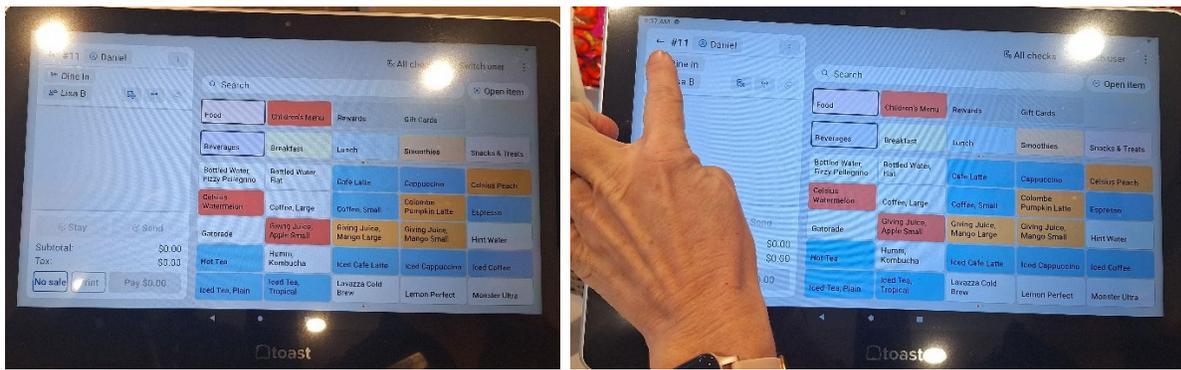
**Disclosure – you may need an associate to log you in, to use the register.*

1. Click on the Mode you want.

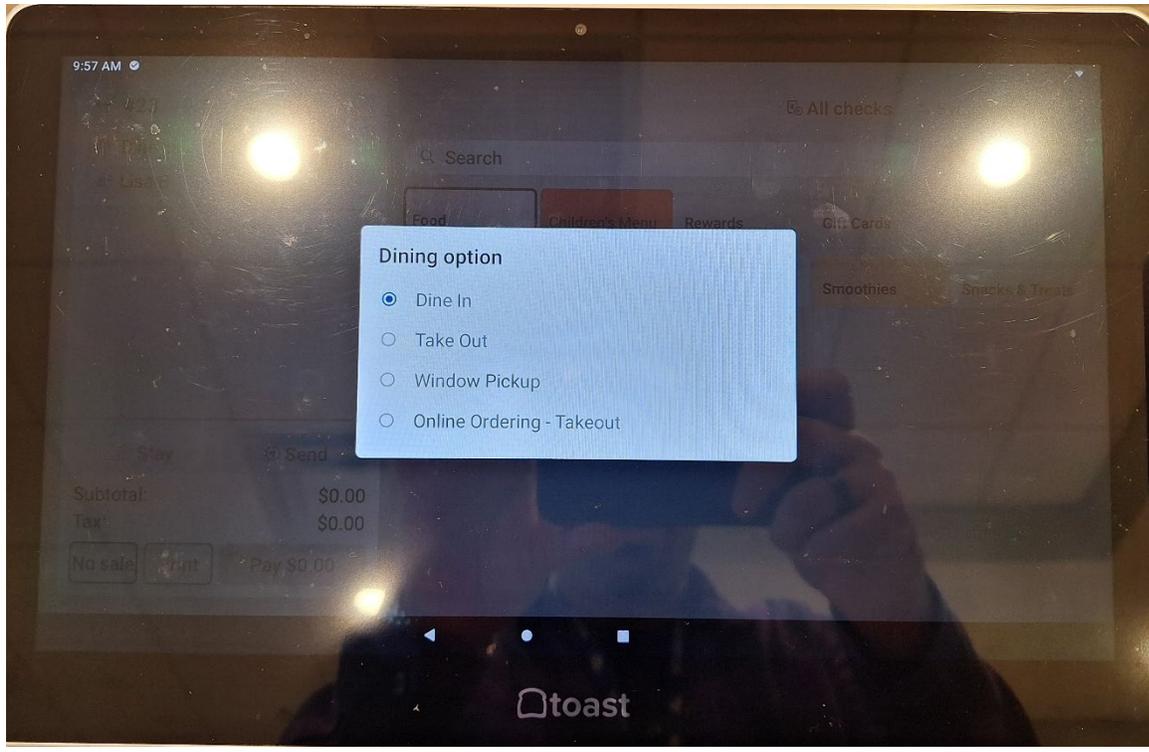
a. We will use **Quick Order** unless otherwise directed.



2. Select **Dine In**.

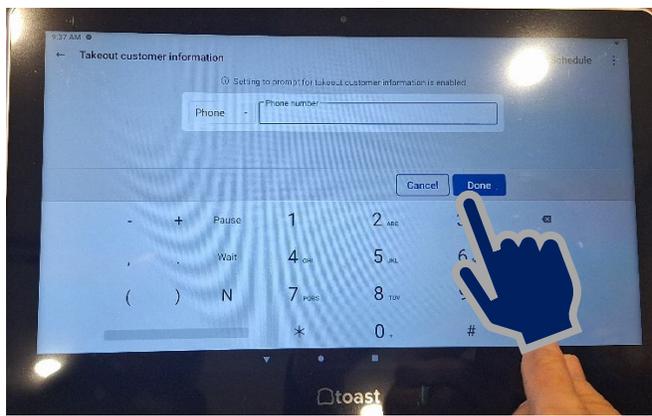


3. Select Dining Option



a. If asking for a phone number:

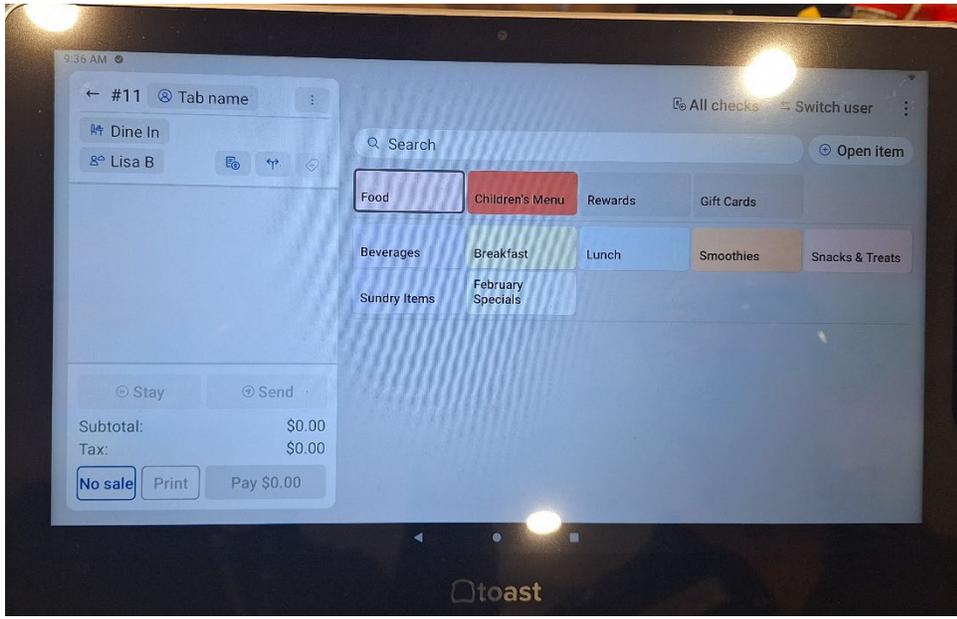
- 1) Click **Done** to bypass phone number.
- 2) We are not collecting phone numbers at this stage.



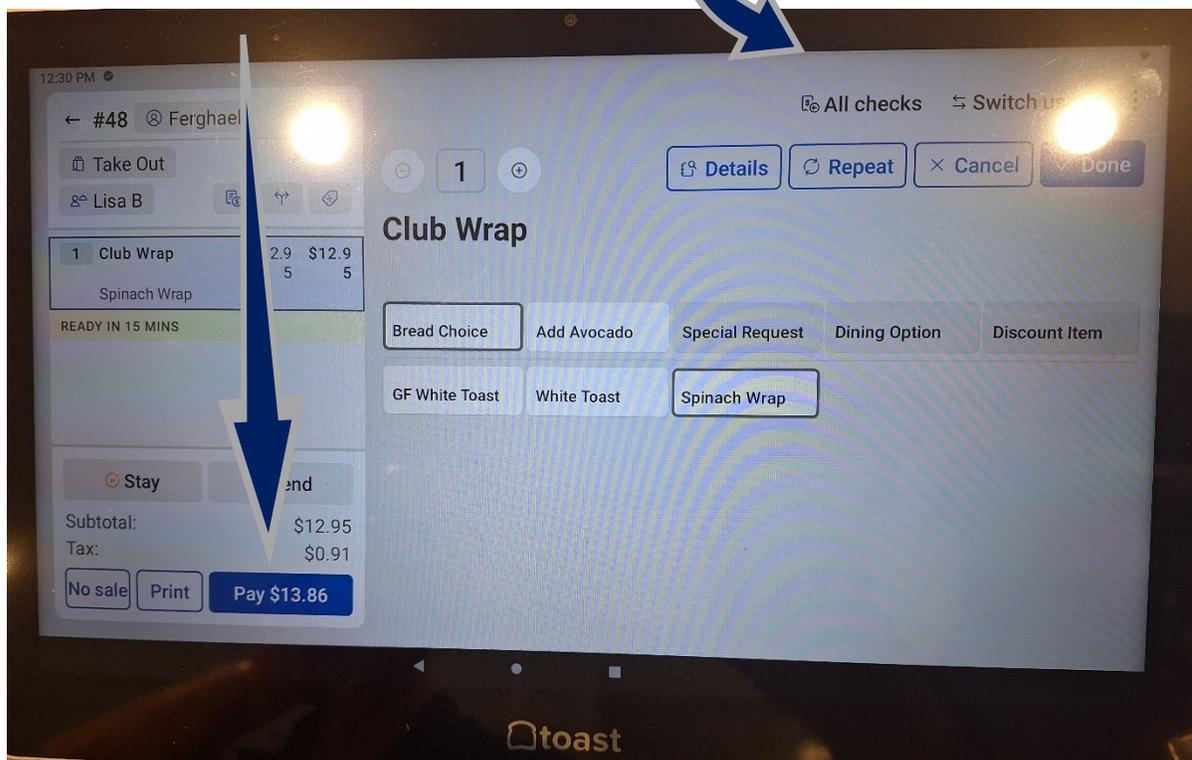
If this box doesn't
come up:

Go to next step

4. Select Menu of what customer requests for sale.
 - a. Follow prompts on register.



5. When sale is completed click **Done** and then click **Pay \$** go to next step.



6. Customer will now pay.

a. If Credit Card

- 1) Tap card
- 2) Place chip in chip drive
- 3) Swipe card in swipe drive

b. If Cash

- 1) Select tender amount
- 2) Give change

c. If Gift card

- 1) Type in number

d. If Gift Certificate (Paper)

- 1) DO NOT CLICK! 

e. If Toast Reward

- 1) System will prompt
- 2) Ask customer if they would like to use their rewards.
- 3) Click Cancel or Redeem now

f. If Apple Pay

- 1) DO NOT CLICK! 
- 2) Allow customer to tap their phone on credit card reader.

