QUICK GUIDE

(Gratuity Setting & Tender)

đ	Ba	c k (Office			2	×
		°o	Settings				
Manag	ement	0	Settings 🚮 Store	POS System Codes	Screen Design Security		
1	1	S	tore All POS devices may be ru	in with the identical setting by usin	g the store configuration.		
Sales	Report		Store	Store Operations	Tax Definition		
Cust	omer		A悠 Language	A悠 User Defined にる Language	Surcharge	Gratuity	
Me	enu		Business Hours	Cash Drawer	Membership Accumulation Ratio	Payroll Calculation	
Empl	loyee		tan	Update Server Setting	Backup Settings		
Sett	ings		tap				
						Refresh Settings	

Suggested Gratuity

Gratuity							
Refund Include	s Gratuity						
Check Tip Adjus	stment before Cash	ier-Out					
 Mandatory Gratuity 	Option	Not Used		~			
Least Number of Pe	rsons						
 Mandatory Gratuity 	(%)						
Suggested Gratuity							
1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)					
15.0	18.0	20.0					
Use Minimum	Amount Suggest	ed Gratuity	Minimum Amount				
1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)					
				Save			

- ✓ Tax 를 포함한 가격에 대해서 15%, 18%, 20% Tip 계산
- ✓ Cash 로 Pay 하면 주문전표에만 Tip 출력하고, 매출전표에는 Tip 출력하지 않음
- ✓ Card 로 Pay 하면 주문전표, 매출전표 둘 다 Tip 출력 함



- ✔ Second Monitor 에도 Suggested Gratuity 출력
- ※ 전표, Second Monitor 에 출력하기 위해서는 관련 Option 을 설정해야 함





Mandatory Gratuity by People

Gratuity	
Refund Includes Gratuity Check Tip Adjustment before Cashier-Out	
Mandatory Gratuity Option Mandatory Gratuity by People	~
Least Number of Persons	6
Mandatory Gratuity (%)	20.0
Suggested Gratuity 1st Gratuity(%) 2nd Gratuity(%) 3rd Gratuity(%) Use Minimum Amount Suggested Gratuity 1st Gratuity(\$) 2nd Gratuity(\$) 3rd Gratuity(\$)	
	Save

- ✓ 손님이 6명 이상이면, 강제로 Tip 20% 를 받기 위한 설정
 ✓ 손님이 6명보다 적을 때는 설정되어 있는 Suggested Tip 이 출력 됨

	×
~	
6	
20.0	
Save	
	• 6 20.0 Save

강제 Tip 은 Tax 를 제외한 금액에 대해서 Tip 을 계산하고, Suggested Tip 은 Tax 를 포함한 금액에 대해서 계산하기 때문에 차이가 있음 \checkmark



- ✔ Card 로 Pay 하면 Second Monitor 에 표시 되고
- ✓ Cash 로 Pay 하면 Second Monitor 에 는 표시 하지 않음
- ✔ 전표에 강제 Tip 금액을 출력 함





Mandatory Gratuity by Amount

Gratuity	Ⅲ ×
Refund Includes Gratuity Check Tip Adjustment before Cashier-Out	
Mandatory Gratuity Option	Mandatory Gratuity by Amount
• Least Amount	200.00
• Mandatory Gratuity (%)	22.0
Suggested Gratuity 1st Gratuity(%) 2nd Gratuity(%) 3rd Gratu Use Minimum Amount Suggested Gratu 1st Gratuity(\$) 2nd Gratuity(\$) 3rd Grat	tuity(%) uity Minimum Amount utuity(\$)
	Save

- ✓ 금액이 \$200.00 이상이면, 강제로 Tip 22% 를 받기 위한 설정
 ✓ 금액이 \$200.00보다 적을 때는 설정되어 있는 Suggested Tip 이 출력 됨

Gratuity				E X
Refund Includes Gratuity				
Check Tip Adjustment before Cas	hier-Out			
Mandatory Gratuity Option	1	Manda	atory Gratuity by Am	iount ~
- Least Amount				200.00
• Mandatory Gratuity (%)				22.0
Suggested Gratuity				
1st Gratuity(%) 2nd Gratuity(%)	3rd Gratu	i ty(%)		
15.0 18.0	:	20.0		
Use Minimum Amount Sugge	sted Gratu	ity	Minimum Amount	
1st Gratuity(\$) 2nd Gratuity(\$)	3rd Grat	uity(\$)		
				Save

✓ 강제 Tip 은 Tax 를 제외한 금액에 대해서 Tip 을 계산하고, Suggested Tip 은 Tax 를 포함한 금액에 대해서 계산하기 때문에 차이가 있음

Cafe #7 1599 North Verdugo Rd. Glendale CA 91208 310808914 Check# 10,006	3
M-7	JOHN
QTY NAME A	AMOUNT
20 SAN CL 20 TUN DWICH 40 MANGO (SM)	120 00 95 00 146 00
Sub Total :	361.00
GRATUITY:	8.55 79.42
AMOUNT DUE :	448.97
2015-12-08 09:08:53	
Thank you	

Cafe #7	3
1599 North Verdugo Rd Glendale CA 91208 3108089114	\bigcirc
This is demo y	jon.
Recentle	
2015 2015 000	5
M-7	
QTY NAME	AMOUNT
20 SANDWICH SPCL 20 TUNA SANDWICH 40 MANGO (SM)	120-00 95-00 146-00
Sub Total:	361.00
	8.55
AMOUNT DUE :	448.97
Credit CARD :	448.97
Account No :	**************************************
Expiration Date : Card Brand : TroutD No :	AMEX 0314
AUTHORIZED AMOUNT :	448.97
TIP	79.42
TOTAL	448.97
The Issuer of the Card identified or authorized to pay the amount shown proper presentation. I promise to p (together with any other charges due t to and in accordance with the agreeme use of such Card.	n this itam is as 'total' upon ay such total hereon) subject ant governing the
SIGN :	
2015-12-08 09:09:20	
Thank you	
Merchant Copy	

- ✓ Card 로 Pay 하면 Second Monitor 에 표시 되고
- ✓ Cash 로 Pay 하면 Second Monitor 에 는 표시 하지 않음
 ✓ 전표에 강제 Tip 금액을 출력 함

Mandatory Gratuity without Condition

(Gratuity							×
		Refund Includes Check Tip Adjust	Gratuity ment before Cashi	ier-Out				
	• Ma	andatory Gratuity (Option		Manda	atory Gratuity Without Conditior	n ~	
	• Le	ast Number of Pers	sons				-	
	• Ma	andatory Gratuity ((%)				30.0	J
	• Su	iggested Gratuity 1st Gratuity(%)	2nd Gratuity(%)	3rd Gra	tuity(%)			
		15.0	18.0		20.0			
		Use Minimum A	Amount Suggest	ed Grat	uity	Minimum Amount		
		1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gra	atuity(\$)			
							Save	

✓ 손님수, 금액에 관계없이 무조건, 강제로 Tip 30% 를 받기 위한 설정
 ✓ Suggested Tip 이 설정되어 있어도, 무조건 Tip 30% 가 출력 됨

G	ratuity							×
	Refund Includes	Gratuity						
	Check Tip Adjustment before Cashier-Out							
	Mandatory Gratuity (Option	M	anda	tory Gratuity Withou	ut Condition	~	
	Least Number of Pers	sons						
	• Mandatory Gratuity ((%)					30.0	J
	 Suggested Gratuity 							
	1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuit	(%)				
	15.0	18.0	20	0.0				
	🗸 Use Minimum A	Amount Suggest	ed Gratuity	,	Minimum Amount		10.00	
	1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuit	y(\$)			,	
	1.50	1.80	2.	00				
							Save	

Cafe #7 1599 North Verdugo Rd. Glendale CA 91208 3108089114	Ð
Check# 10-007 M-10	JOHN
QTY NAME	AMOUNT
1 SANDWIP 1 1 TURKET SANDWICH 1 BANAN 1 WATERWELON	6 00 4 75 3 67 3 67
Sub Total :	18.09
GRATUITY	3.08
AMOUNT DUE :	22.26
2015-12-08 09:20:39	
Thank you	

Cafe #7 1599 North Verdugo Rd.	Ð
Glendale CA 91208 3108089114	
This is demo vers	on.
Receipt	
2015120 Same	
M-10	JOHN
QTY NAME	AMOUNT
1 SANDW CL 1 TURKEY & CHEESE SANDWICH	6.00 4.75
1 WATERMELON	3.67
GRATUITY:	18.09 3.08
AMOUNT DUE	22.26
Credit CARD :	22.26
Entry Method : Account No :	Swiped 1001
Expiration Date : Card Brand :	XX/XX AMEX
TroutD No :	0340
AUTHORIZED AMOUNT :	22.20
TIP	3.08
TOTAL	22.26
The Issuer of the Card identified on th authorized to pay the amount shown as proper presentation. I promise to pay (together with any other charges due then to and in accordance with the agreement use of such Card	is item is 'total' upon such total reon) subject governing the
SIGN :	
2015-12-08 09:20 59	
Thank you	
Marchant Copy	

Use Minimum Amount Suggested Gratuity

(Gratuity						
	Check Tip Adjust	Gratuity ment before Cashi	ier-Out				
	Mandatory Gratuity Option			lsed	~		
	Least Number of Persons			_			
	• Mandatory Gratuity (%)			_			
	 Suggested Gratuity 						
	1st Gratuity(%)	2nd Gratuity(%)	3rd Gratuity(%)			
	15.0	18.0	20.0				
	🔽 Use Minimum A	mount Suggest	ed Gratuity	Minimum Amount	10.00		
	1st Gratuity(\$)	2nd Gratuity(\$)	3rd Gratuity(\$)				
	1.50	1.80	2.00				
					Save		

- ✓ 금액이 \$10.00 보다 작을 때, Tip 을 % 가 아닌 \$ 금액으로 출력하기 위한 설정
- ✓ 금액이 \$10.00보다 적으면, Suggested Tip 이 \$1.50, \$1.80, \$2.00 으로 출력 됨



✓ 전표에는 출력하지 않고, Second Monitor 에만 Suggested Gratuity 표시 함

전표 출력 설정

⊄ ‡ Ba	ick Office			×
	Settings			
Management	🔅 Settings 🚰 Store	POS System Codes	Screen Design Security	top
Sales Report	Store All POS devices may be ru	in with the identical setting by usin	g the store configuration.	lap
≓ ` \	Store	Store Operations	Tax Definition	Printing Options
	A悠 Language	A悠 User Defined にの Language	Surcharge	Gratuity
Menu	Business Hours	Cash Drawer	Membership Accumulation Ratio	Payroll Calculation
Employee	User Defined Format	Update Server Setting	Backup Settings	
Settings				
				C Refresh Settings

- Printing Option → Receipt Print / Order Print → 'Print Suggested Gratuity' 선택 매출전표, 주문전표 출력 할 때 Suggested Gratuity 출력

Printing Options	E Karala (K. 1997) (K. 1977) (K. 1977) (K. 1977) (K. 1977) (K. 1977) (K. 197
Receipt Print Customer Order Print Kitchen Order Print Logo • Correst 1 1 Image: Second Seco	Font Size Other Settings Print Logo Print Receipt No. Print Sum of Qty Print Sum of Qty Print Barcode Print Multi- Menu Name (Secondary Name) Print Card Holder's Name Print Credit Card Gratuity Line Print Suggested Gratuity Q.tap
	Save

Receipt Print Customer Order Print Logo Font Size Other Settings • Copy Count 1 Print Sum of Qty • Message to P 1.tap [Max : 128] Thank you 0 Print Barcode • Order Bill Print for Dine In • When Check Out When Order Menu	Printing Options	₩ ×
Save	Receipt Print Customer Order Print Kitchen Order Print Logo • Copy Count • Message to P Thank you • Order Bill Print for Dine In • When Check Out • When Order Menu	Font Size Other Settings Print Sum of Qty Print Logo Print Barcode Print When Joining/Moving Table Print Multi-Menu Name (Secondary Name) Print Suggested Gratuity 2,tap Save

- Cash 로 Pay 하면 주문전표에만 출력하고, 매출전표에는 출력하지 않음 Card 로 Pay 하면 주문전표, 매출전표 둘 다 출력 함

Second Monitor 표시 설정

¢a∯_ B	ack Office				×
	Settings				
Managemen	Settings Store	Pos System tap run with the	Screen Design Security g the store configuration.		
Sales Repo	t Store	Store Operations	Tax Definition	Printing Options	
Customer	A悠 Language	A悠 User Defined に② Language	Surcharge	Gratuity Gratuity	
Menu	Business Hours	Cash Drawer	Membership Accumulation Ratio	Payroll Calculation	
Employee	User Defined Format	Update Server Setting	Backup Settings		
Settings					
				Refresh	
				C Settings	

■ Store Operation, Dine-In, Quick Service 'Display Manual Gratuity' 를 선택하면 second monitor 에 tip 이 표시 됨

Sto	re Operati	ons				I	×	
	Common	Dine-In	Quick Serve	Delivery				
	 Display Manual Gratuity <l< th=""></l<>							
-	 Use Table Search Store Operation, Dine-In, Quick Service 'Display Manual Gratuity' 를 선택하면 second monitor 에 tip 이 표시 됨 Card 로 계산하면 second monitor 에 표시 되고, Cash 로 계산하면 표시 안 함 							
						Save		
-	Store C	ϕ	Dine-In / O	uick Servic	e → 'Display Manual Gi	atuitv' ·	릌	

 Store Operation → Dine-In / Quick Service → 'Display Manual Gratuity' 를 선택하면 Second Monitor 에 Suggested Gratuity 이 표시 됨

Store Operation	ons					×
Common	Dine-In	Quick Serve	Delivery			
Display Manual	Gratuity	1.4				
	Person Accepting	ayment	Ρ			
2.tap		_				
	Eat-in in Quick Serve	e				
					Save	

- Store Operation → Dine-In / Quick Service → 'Display Manual Gratuity' 를 선택하면 Second Monitor 에 Suggested Gratuity 이 표시 됨
- Card 로 Pay 하면 Second Monitor 에 표시 되고, Cash 로 Pay하면 표시 하지 않음