

A close-up photograph of a silver toaster with two slices of toast inside. The toast is heavily burnt, appearing black and charred. The toaster is set against a light-colored tiled wall. The text "How to Operate Toast POS" is overlaid in white, centered on the image.

How to Operate Toast POS

This is the starting screen, here is where you will enter the last four digits of your phone number.

**Toast
Trattoria -
Fenway**

Toast Support 617-682-0225

Toast has been upgraded to version 2.60 Build 0

1

2

3

4

5

6

7

8

9



0



Timeclock



Go

⚠ We found 4 new printers
You'll need to set them up

[Go to Printer Setup](#) →

Mode



Table Service



Quick Order



Retail



Kitchen Display System



Payment Terminal



Orders Hub



Pending Orders



Waste Tracking

Manager Activities

Review Employee Shifts

Time Cards

Close Out Day

Service Report

Find Checks & Issue Refund

Register Swipe Card

Customer Credits

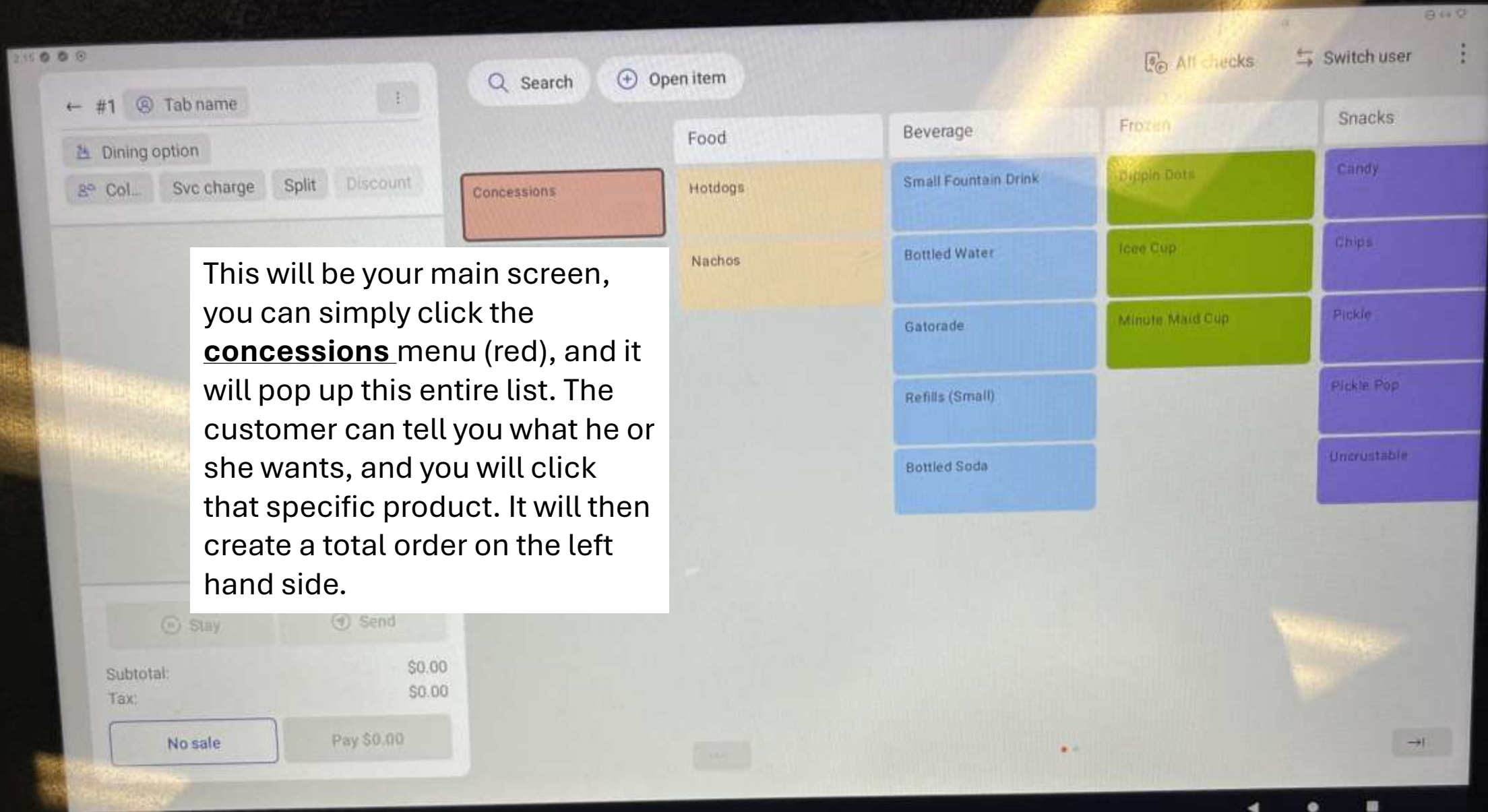
Guest Directory

Cash Management

We will only be using the **quick order** option for all concession stand purposes



This will be your main screen, you can simply click the **concessions** menu (red), and it will pop up this entire list. The customer can tell you what he or she wants, and you will click that specific product. It will then create a total order on the left hand side.





This is where you can see and verify what has been ordered by the customer. If you wish to remove an item, simply tap that item and it will then prompt the next message.

2:16

← #1 Tab name

Dining option

Col... Svc charge Split Discount

1	Nachos	\$5.00	\$5.00
1	Bottled Water	\$3.00	\$3.00
1	Chips	\$2.00	\$2.00

Concessions

House Accounts

Food

Hotdogs

Nachos

Beverage

Small Fountain Drink

Bottled Water

Gatorade

Refills (Small)

Bottled Soda

Frozen

Dippin Dots

Icee Cup

Minute Maid Cup

Snacks

Candy

Chips

Pickle

Pickle Pop

Uncrustable

Stay Send

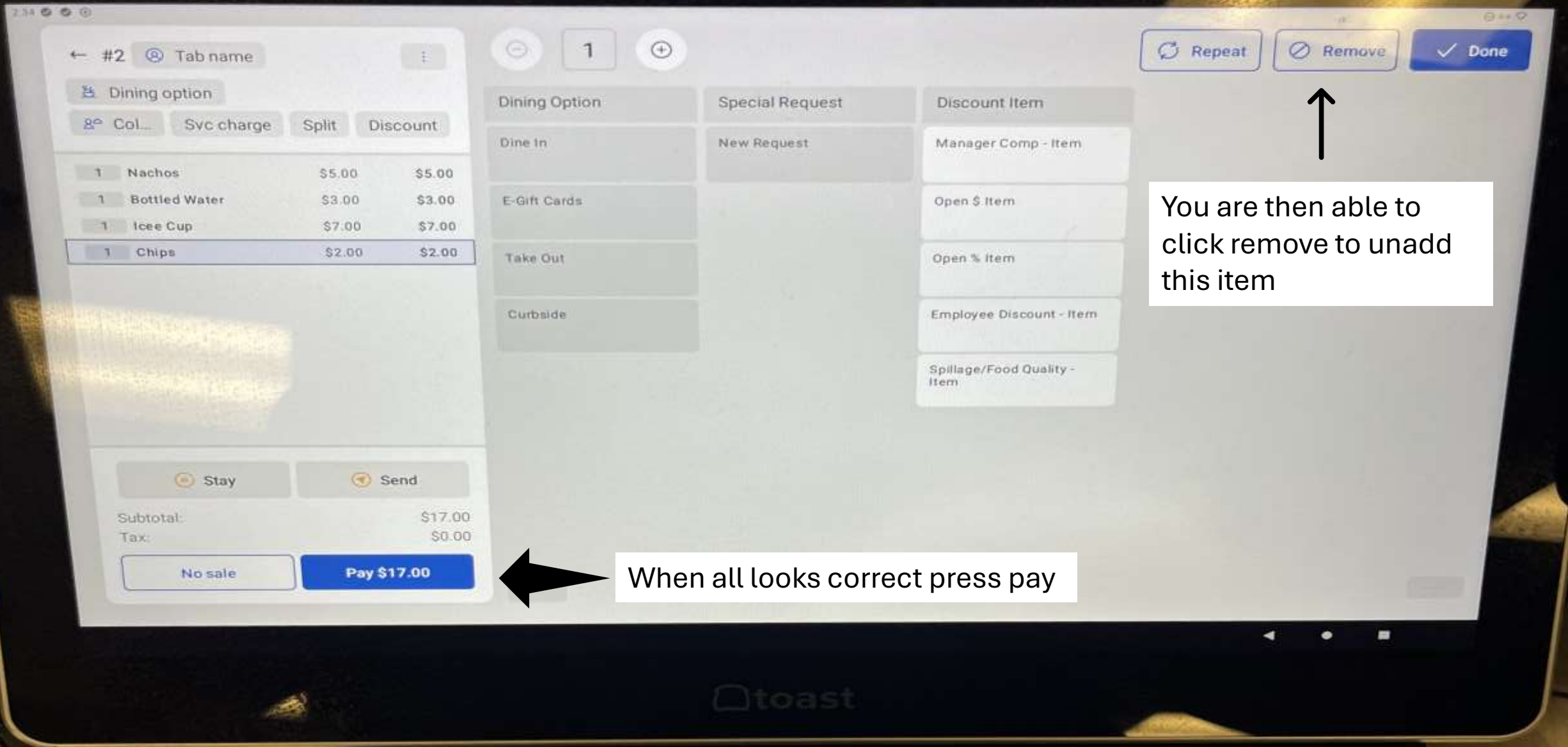
Subtotal: \$10.00

Tax: \$0.00

No sale Pay \$10.00

All checks Switch user

Search Open item



← #1 8° Cole H

Switch user

Balance due: \$10.00

1	Nachos	\$5.00	\$5.00
1	Bottled Water	\$3.00	\$3.00
1	Chips	\$2.00	\$2.00

Sent 1:16 PM

PAYMENT

Subtotal:	\$10.00
Tax:	\$0.00
Total:	\$10.00
Balance due:	\$10.00

Balance due

Amount tendered

\$10.00

1	2	3	\$10
4	5	6	\$20
7	8	9	\$50
C	0	00	⌫
Split evenly		Service charge	

Card

Cash

House account

Toast Cash

Gift Certificate (Paper)

Done

On this screen, tell the customer their total amount and proceed to click card (NO CASH)

toast

Credit card payment

Insert, swipe, or tap card to take payment

Subtotal:	\$10.00
Tax:	\$0.00
Balance due:	\$10.00

This is where they will swipe, tap, or insert their card.
Tapping is the easiest for payment methods, but it is not always available.

Cancel payment

Key in card number