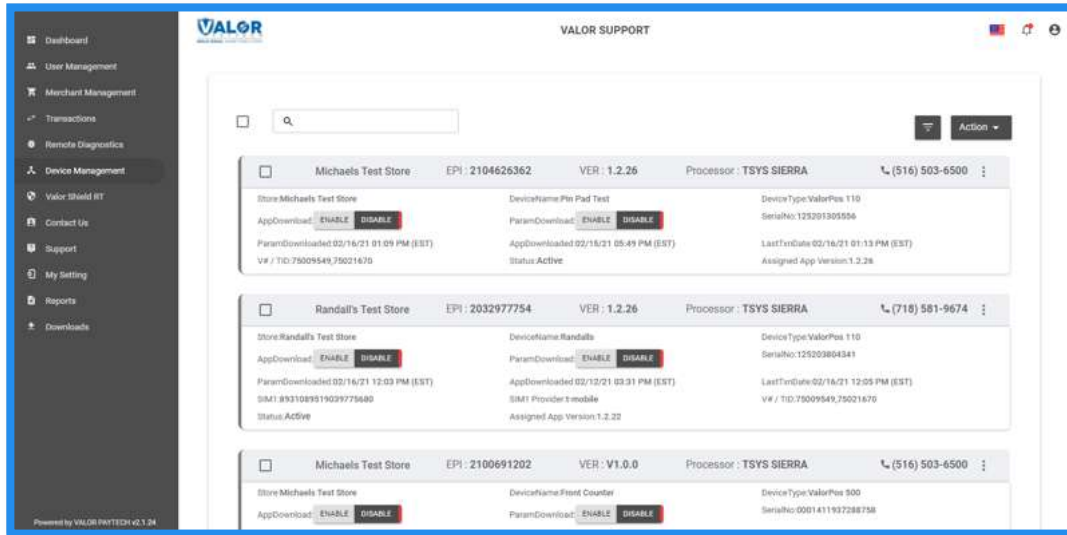




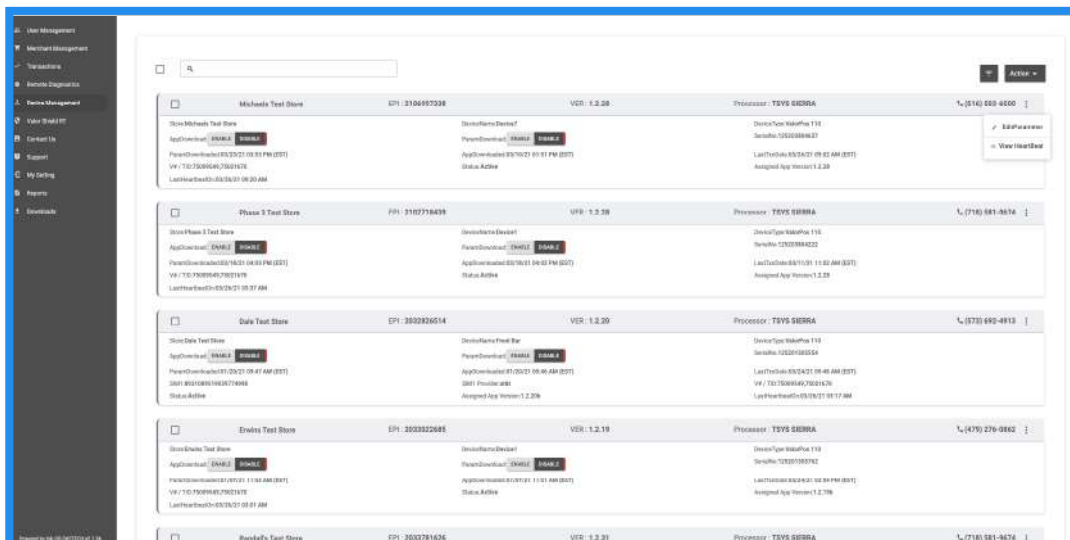
Add Servers or Clerk IDs

Step 1



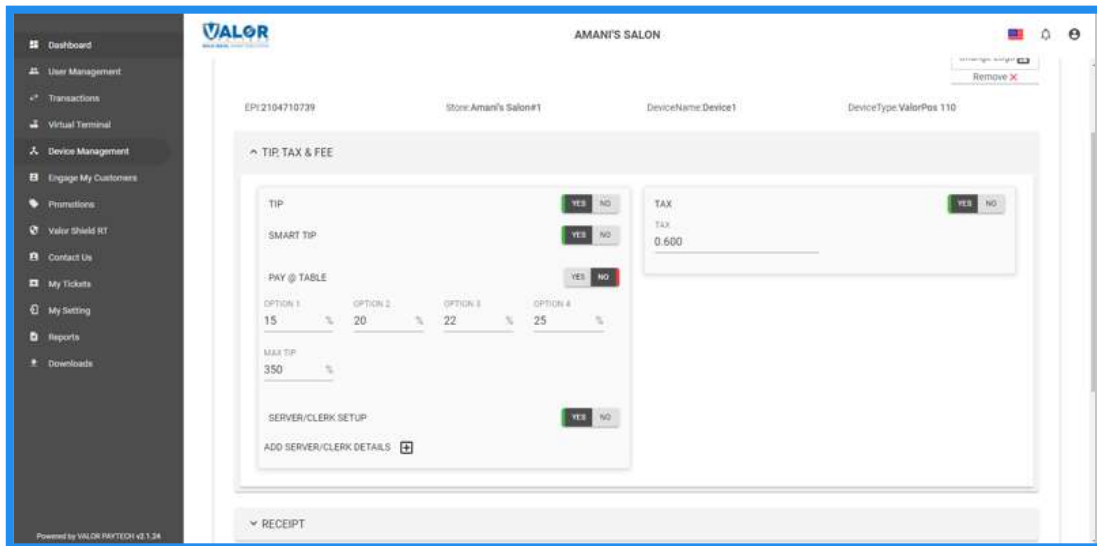
Select **Device Management** in the sidebar menu.

Step 2



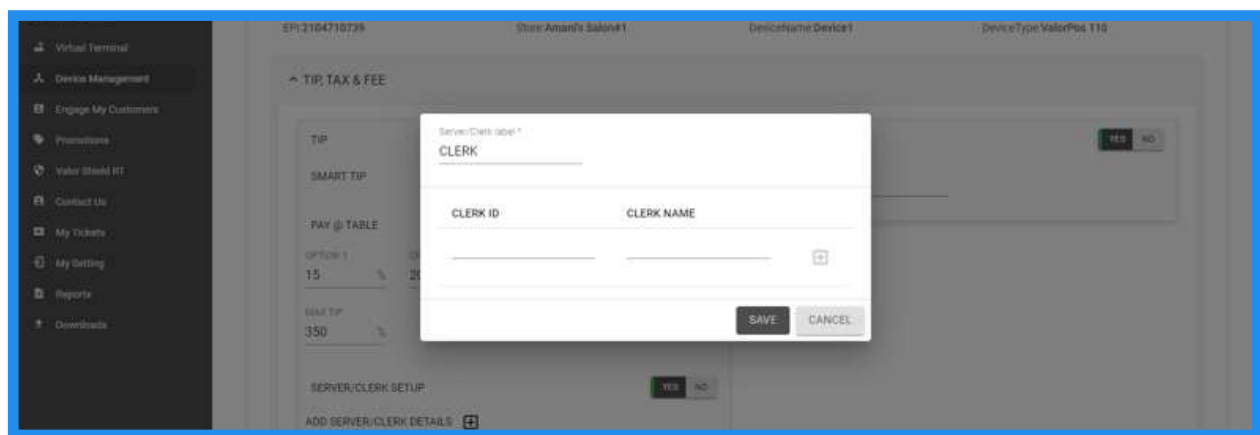
Select the **ellipsis (:)** on the right hand side of the device snapshot and select **Edit Parameters**.

Step 3



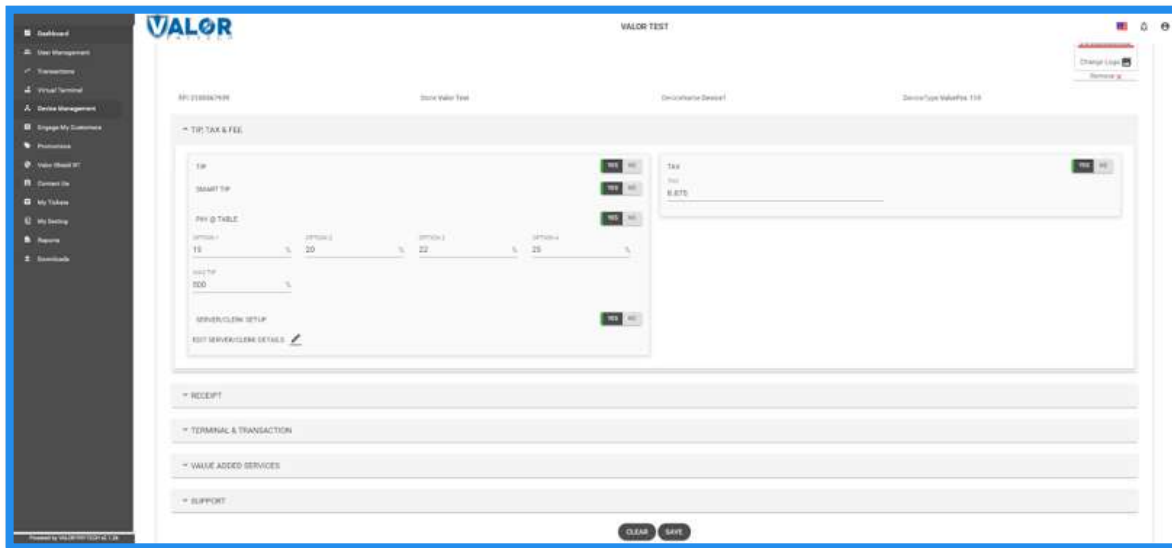
Expand the **Tip, Tax & Fee** section, enable **Tip**, and you will see **Server/Clerk Setup**. Change toggle to **Yes**.

Step 4



By selecting the **+** next to **Add Server Clerk Details** and a window will pop-up. First change the **Server/Clerk Label** to the desired title (*in example above, Clerk was used*). Under **Clerk ID**, create an ID number for each clerk; ID numbers must be 1 to 3 digits long. Under **Clerk Name**, enter the name of the clerk; each clerk name can be a max of 6 characters. Once each clerk's information has been entered, click the **+** to the right. *** Please note that once the last server is entered, the + must be clicked. If you miss this step, the last server will not be registered.**

Step 5



Once all servers/clerks have been added scroll down and select **Save**.

Step 6



After making parameter changes, you must perform a download on the device by pressing ★ > 6 > OK button.