

## How to create a new Hot Key

1. Log into the Back Office PC
2. Click on 'System Set Up'
3. Click on 'PLU/Item Management'
4. Click on 'Item Keys'
5. Click on 'New Record'
6. Enter a Description for the Hot Key
7. Enter the First Line of text that you want to see on the Hot Key
8. Enter the Second Line of text that you want to see on the Hot Key
9. On the pull down menus click on 'Data' and then 'Save Record'
10. To move the key use the left and right arrow keys on the left hand side of the screen
11. Exit out of 'System Setup'
12. Close down myPOS system
13. Restart all tills in order to accept the changes that have been made