

Retail POS Default PC Keyboard Layout

| KEY | FUNCTION | DESCRIPTION |
|------------------------|-----------------------------|--|
| F1 | Help | Displays a window specific help topic |
| F2 | Activate POS/Menus | Access to all menu items. Also makes QuickPOS the active program when another program is active. |
| F3 | Cash Paid Out | Allows entry of an amount of cash that is being removed from the cash drawer to be used as a payment for goods or services. |
| F4 | No Sale | Opens the Cash Drawer without performing a transaction. |
| F5 | Void | Reverses the last item in the current transaction. |
| F6 | Training Mode On/Off | Toggles Training Mode On or Off. |
| F7 | Refund | Allows the reversal of any item within the current transaction and items not in the current transaction. |
| F8 | Cancelled | Cancel the current transaction. |
| F9 | Cheque | Finalises the current transaction with Cheque payment. |
| F10 | EFT | Finalises the current transaction with EFT payment. |
| F11 | Credit Card | Finalises the current transaction with Credit Card payment. |
| F12 | Cash | Finalises the current transaction with Cash payment. |
| (Reverse Apostrophe) | Hold Transaction | Suspends the current transaction so that a new transaction may be started. |
| 1 | Float In | Allows entry of an amount of cash that is being added to the cash drawer at the start of the sales period. |
| 2 | Float Out | Allows entry of an amount of cash that is being removed from the cash drawer at the end of the sales period. |
| Enter | Product Number | Allows entry of a Product ID. Can also be used to display a list of all Products. |
| Back Space | Delete | Remove an entry one character at a time. |
| (Space) | Subtotal | Displays the sub total of the current transaction. |
| Peripheral Keys | | |
| Insert | Customer account | Allows entry of a Customer Account ID. Can also be used to display a list of all Customers, add a new Customer, and Edit an existing Customer. |
| Delete | Clear | Clear the current entry on the main display and clear any error condition. |
| Home | Account Charge | Finalises the current transaction charging the transaction amount to a customer account. |
| End | Account Payment | Allows entry of an amount to be applied to a customer account. |
| Page Up | Discount \$ | Allows entry of a dollar discount to an item. To apply a discount to the whole transaction press subtotal first. |
| Page Down | Discount % | Allows entry of a percentage discount to an item. To apply a discount to the whole transaction press subtotal first. |
| Scroll lock | Yes/Ok | Used to respond to windows or questions requiring an answer of Yes or OK. |
| Pause/Break | No/Cancel | Used to respond to windows or questions requiring an answer of No or Cancel. |
| Numeric Keypad | | |
| 0 | Numeric 0. | Value |
| 1 | Numeric 1. | Value |
| 2 | Numeric 2. | Value |
| 3 | Numeric 3. | Value |
| 4 | Numeric 4. | Value |
| 5 | Numeric 5. | Value |
| 6 | Numeric 6. | Value |
| 7 | Numeric 7. | Value |
| 8 | Numeric 8. | Value |
| 9 | Numeric 9. | Value |
| + | Barcode Number | Allows manual entry of a product's barcode. |
| - | Sales Person | Allows entry of a Sales Person ID. Can also be used to display a list of all Sales People. |
| * | Quantity | Allows entry of the number of items being sold. |
| / | Numeric 00. | Allows for fast double zero entry. |
| . | Decimal Point | Enters a decimal point in a quantity. |