

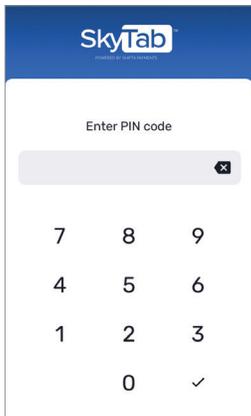


POWERED BY SHIFT4 PAYMENTS

GETTING STARTED GUIDE

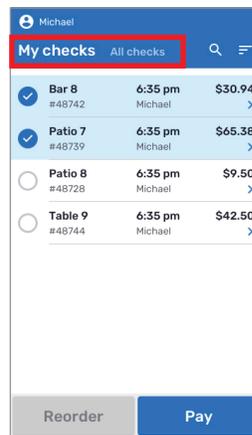
Technical Support: 866.374.8865 or support@skytab.com
Watch the Getting Started video at www.skytab.com/getstarted

LOG IN



Log in using the same PIN code used for your POS and then press the checkmark in the bottom right to confirm.

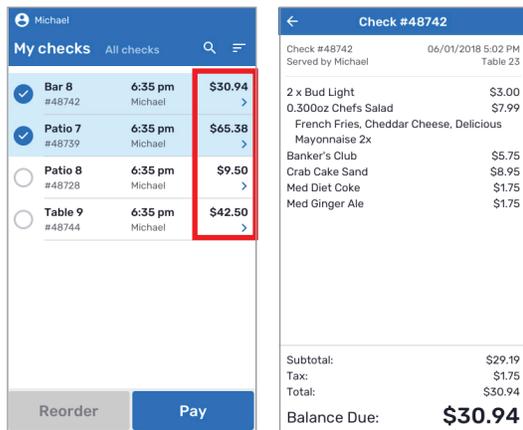
VIEW CHECKS



Select "My checks" to view your open checks.

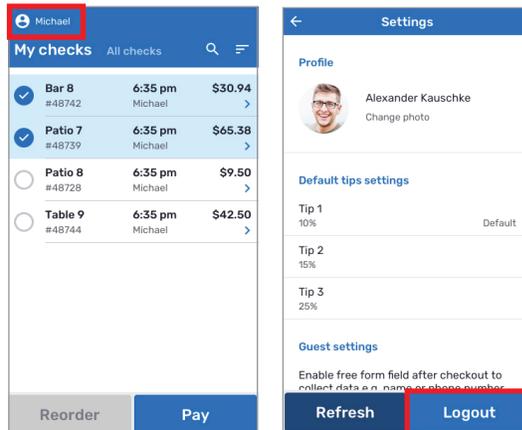
Select "All checks" to view all open checks.

VIEW CHECK DETAIL



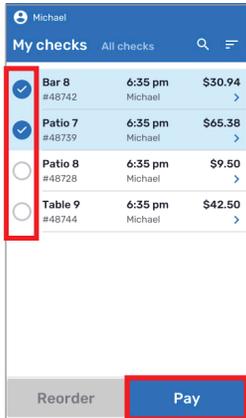
Tap ">" on the right-side of the check to view its details.

LOG OUT

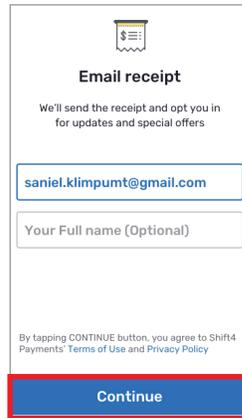


Tap on the user name in the top left to access the "Settings" screen and tap on the **Logout** button.

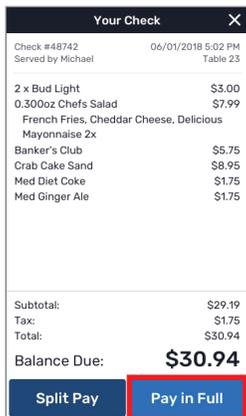
COMPLETING PAYMENT



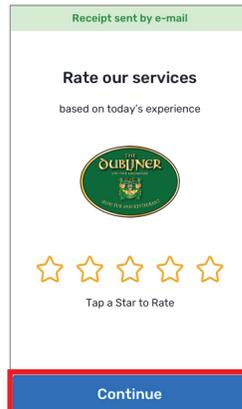
1. From the “My Checks” or “All Checks” screen, select the circle on the left side of the check(s) to be paid. Then press the **Pay** button.



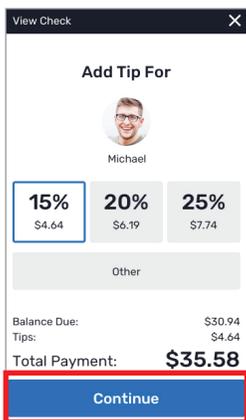
5. If email receipt is selected, the customer will provide their email and then tap the **Continue** button.
Note: The “Full name” field may be disabled and not displayed.



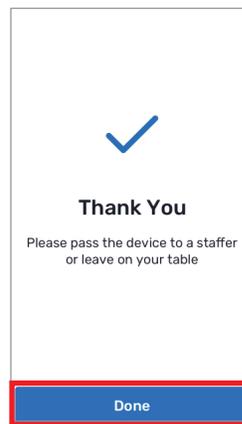
2. Pass the device to the guest. The guest will start paying by tapping the **Pay in Full** button.
The guest can also select **Split Pay** to split the payment evenly between the customers. If **Split Pay** is selected, the following steps will be repeated for each customer.



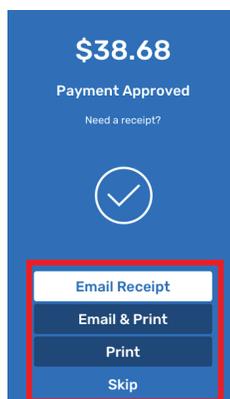
6. Guests are able to rate their dining experience by selecting a star rating and then pressing the **Continue** button.
You can set up management alerts for low ratings in the SkyTab settings section within the Lighthouse Business Management



3. The customer will first select one of the tip amounts or they can enter a custom tip amount by selecting **Other**. Once the desired tip is selected, the customer will press the **Continue** button.



7. Press the **Done** button to complete the payment process.
If paying for multiple checks at once, you will repeat these steps for each check.



4. The customer will be prompted to tap, insert or swipe their credit card. Once the payment is approved, the guest can email and/or print a copy of their receipt or skip.