

QuickPOS V5 Default PC Keyboard Layout

KEY	FUNCTION	DESCRIPTION
F2	Activate POS/Menu	Access to all menu items. Also makes QuickPOS the active program when another program is active.
F3	Print On/Off	Toggles receipt printing On or Off.
F4	No Sale	Opens the Cash Drawer without performing a transaction.
F5	Void	Reverses the last item in the current transaction.
F6	Correct	Allows the reversal of any item within the current transaction.
F7	Refund	Allows the reversal of any item within the current transaction and items not in the current transaction.
F8	Cancelled	Cancels 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 (Space)	Delete Subtotal	Remove an entry one character at a time. 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.

