



# Toast Classroom

## Device Setup & UI Options

Thank you for joining Toast Classroom today! Below is a summary of the topics discussed with links to additional content you can use.

### Agenda Topics:

- **Device Setup**

Reminder: These items are per device rather than Toast as a whole

- Primary Mode
- Receipt Printer
- Digital Receipts
- Auto-Firing
  - Now on Toast Web Online Ordering page as well
- [Guest Feedback](#)
  - Only available on handheld devices
- [Re-Enable Hidden Menus](#)
  - Concept: Hidden menus are hidden from everywhere using Visible To and the manager unhides them on the device level
- [Revenue Center](#)
  - Where in the restaurant are your orders coming from? What physical area is the most productive?
  - FSR: For To-Go orders, set this for the terminal most frequently used for To-Go orders
- [Primary Service Area](#)
  - Table Service
- [Device Default Dining Option](#)
  - Works with Dining Options in Toast Web and Default, if set
- Order Purge Threshold
  - Is the device moving slowly? Change this to a lower number
- Force Mirroring of Device
- Menu Grid Dimensions

### Using Toast Central for Information:

- [Device Setup Overview](#)
- [Kitchen Display Screen Configuration Guide](#)

### Agenda Topics (Continued):

- **KDS Setup**

- [Configuration Guide](#)
  - Here's your in-depth resource
- New Ticket Sound
- [Production Items](#)
- [Filter by Dining Option](#) = Ticket Display Options (or course now)
  - Drive-Thru, separate kitchens, Take-Out preparation
- [Threshold Colors](#)
- [All Day Mode](#)
- Recalling vs. View Recently Fulfilled
- [Auto-Print Fulfilled Tickets](#)
  - Must have a printer set on default receipt printer, even if it's a KDS
- Prep Stations vs. One Level vs. [Two Level Fulfillment](#)
- [Modifier Colors](#)
- [Non-Printing Prep Stations](#)
  - Doesn't work with KDS currently
- **NEW!** [Item routing by Service Area](#)
- **NEW!** [Average Fulfillment Time](#)

- **Pre-Authorization**

Device level only, must be configured on Toast Web first

- [Pre-Authorization Device Setup](#)

- **Hardware Optional Settings**

- **UI Options (User Interface) Feature Rundown**

Reminder: These settings are for the user interface, so that means Toast as a whole vs. each device

- [Modifier Display Mode](#)
- [Valid SSID](#) (Toast Network Name\_secured)
- [Promo Code Search](#)
- **NEW!** [Menu Item Search](#)
- [Next Day Mode](#)
- [Sales Category Tip Percentage](#)
- [Smart Tax](#)



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### Troubleshooting:

- Guest Pay vs. Employee Pay ([Dual Functionality](#))
- How do I do a [Force Stop](#) and when should I do it?
- Resync All Data
  - When is a good time vs bad time to do this?
  - “Hey Toast - replace what’s on this device with what’s in the Cloud”
- How do I find the IP address on a terminal or on a Toast Go?
  - Overflow Menu > Device Status > Device Tab
  - Toast Network is 192.168.192.X.

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### Tips & Tricks:

- You can override the Digital Receipts default for a single check in the Overflow Menu on the Pay Screen
- Can I change the button text size?
  - Technically, you can in the Android settings
  - You may also consider changing the button size using Menu Grid Dimensions so that a bartender can see more buttons on the screen with appropriate POS names on the items
- If you create a new Dining Option or Course, they don’t automatically show in the setup, you have to add them
- EMV must be turned on as your hardware doesn’t ship with it turned on
- Each device can only have one EMV (Europay, Mastercard, and Visa), [Chip Reader] or Toast Tap. But it can have an EMV and MSR (magnetic stripe reader)
- If you make a Prep Station change, the user must go to the passcode screen to see the change
- Toast Go should have Wi-Fi turned on. Hard wired devices should have Wi-Fi turned off.
- [Enable SKU's](#) (Stock Keeping Unit) when using a barcode. it’s a keyboard emulation of typing the numbers
- Suggested Tip -- Switching to legacy under payment options gives you 4 options instead of 3
- If you drag the yellow online ordering bell/notification on the KDS screen to the bottom right and don’t click it, it’ll stay out of the way
- There are settings in the Android menu to allow a Toast Go to attach to a 2.4ghz hotspot network and an “Always On” mode so you can use a Toast Go plugged into Power as an auto fire device (for catering backends and cloud kitchens)
- You can now customize the volume of the online ordering notification on any front of house terminals in Device Setup