

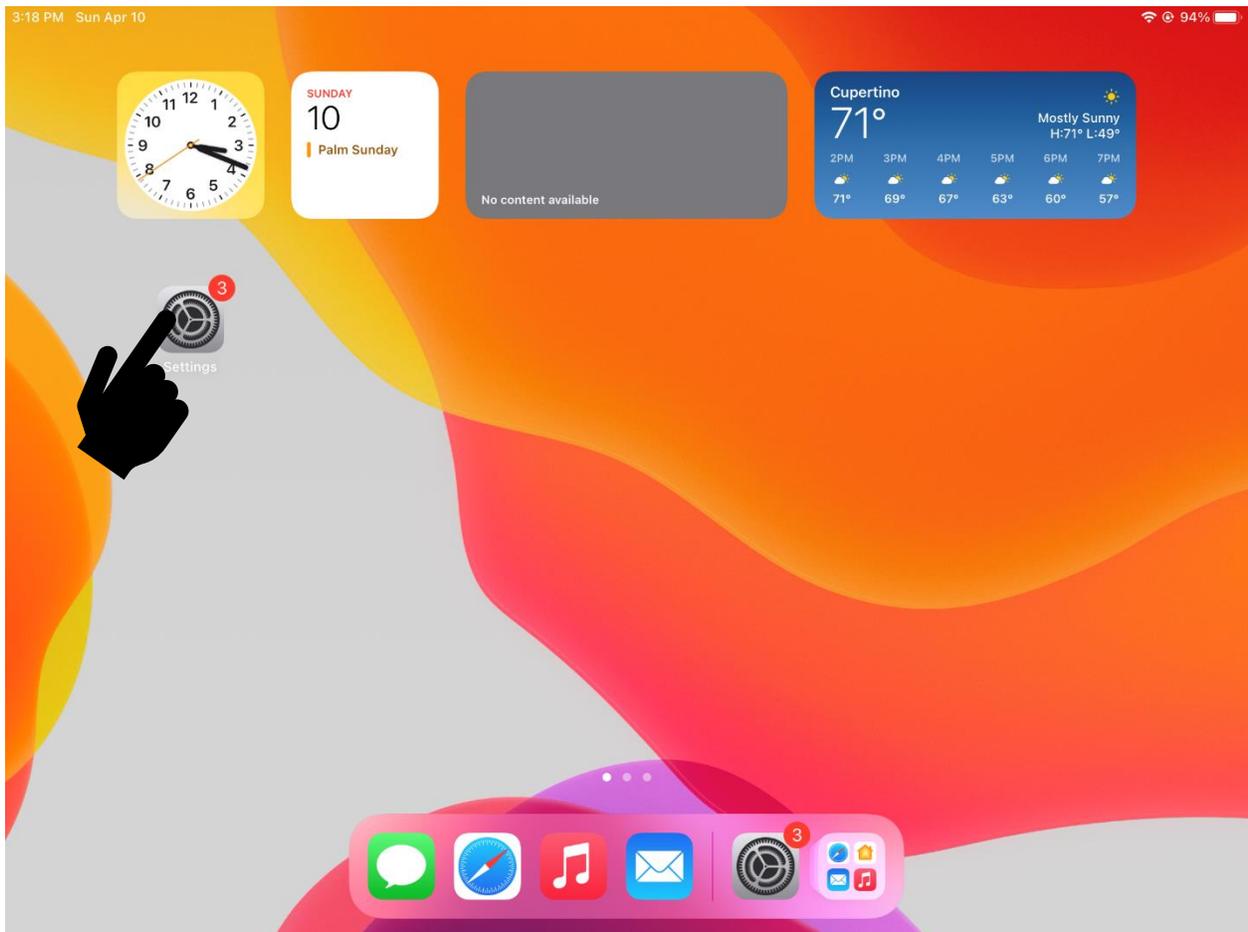
## **Pre-Shift Setup**

The following are the steps to setup The Snack Monkey iPad system to begin serving customers.

1. Turn on the iPads. You will need a minimum of 2. One for the “POS” and one for the “Order Picker.”

**NOTE: DO NOT plug in the “Credit Card Swiper” until you are logged into The Snack Monkey. The keyboard on the iPad WILL NOT work with the credit card swiper plugged in. Once you are logged in, The Snack Monkey has its own keyboards, internal to the software.**

2. The “Auto-Lock” mode should be turned “Off” on the iPads, so they don’t go into “Sleep Mode” while you are working. The following four screen shots detail this process.



### Settings

 Apple ID, iCloud, Media & Purchases

Finish Setting Up Your iPad 1 >

-  Airplane Mode
-  Wi-Fi 405TechNet Secure
-  Bluetooth On

-  Notifications
-  Sounds
-  Focus
-  Screen Time

-  **General**
-  Control Center
-  Display & Brightness
-  Home Screen & Dock



### General

- About >
- Software Update >
- AirDrop >
- AirPlay & Handoff >
- Picture in Picture >
- iPad Storage >
- Background App Refresh >
- Date & Time >
- Keyboard >
- Gestures >
- Fonts >
- Language & Region >
- Dictionary >

### Settings



Apple ID, iCloud, Media & Purchases

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Control Center

**AA** Display & Brightness

Home Screen & Dock

### Display & Brightness

#### APPEARANCE



Light



Dark



Automatic

#### BRIGHTNESS



True Tone

Automatically adapt iPad display based on ambient lighting conditions to make colors appear consistent in different environments.

Night Shift Off >

Auto-Lock Never >

Lock

Auto-Lock will unlock your iPad when you close and open the iPad cover.



### Settings



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### < Display & Brightness

### Auto-Lock

2 minutes

5 minutes

10 minutes

15 minutes

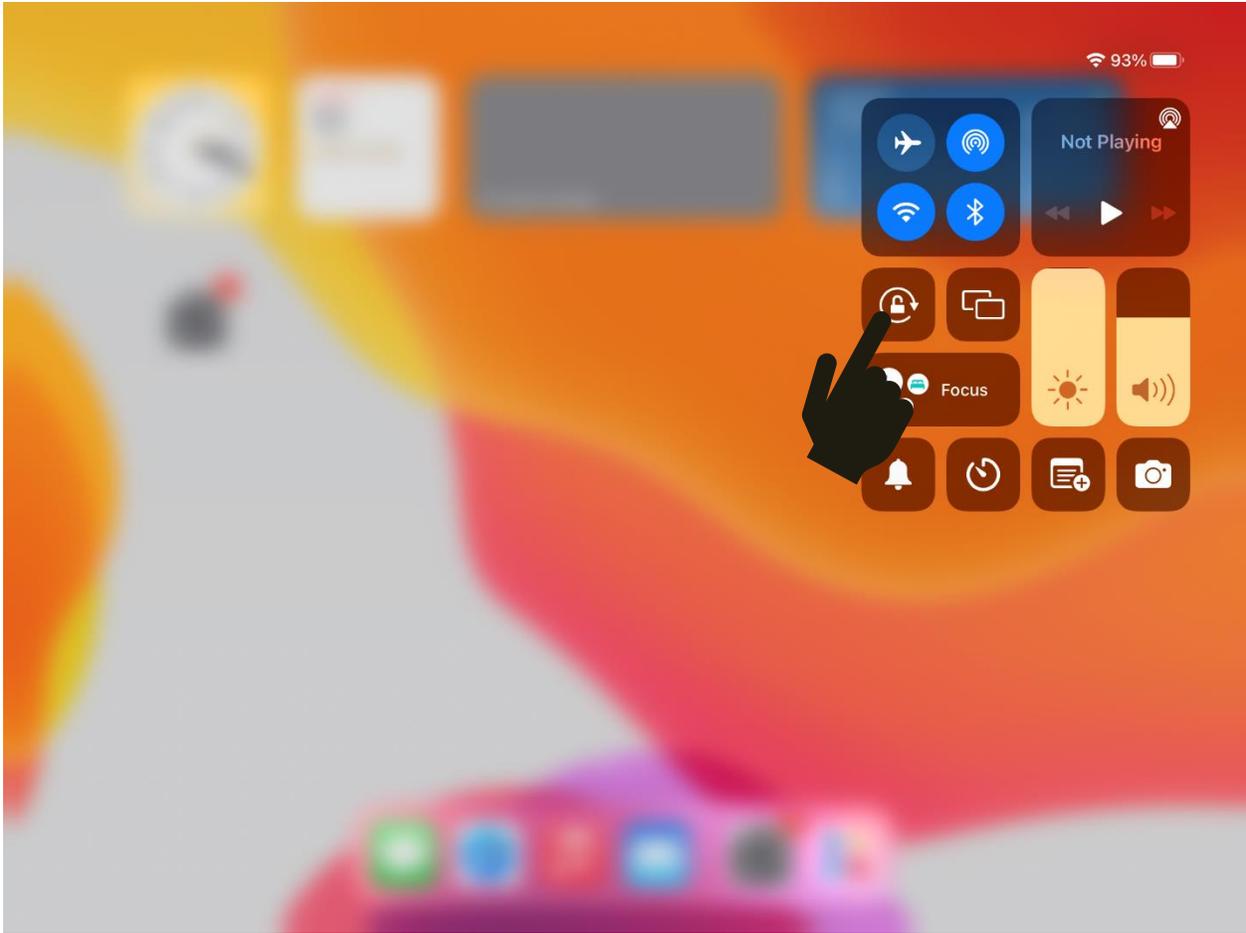
Never

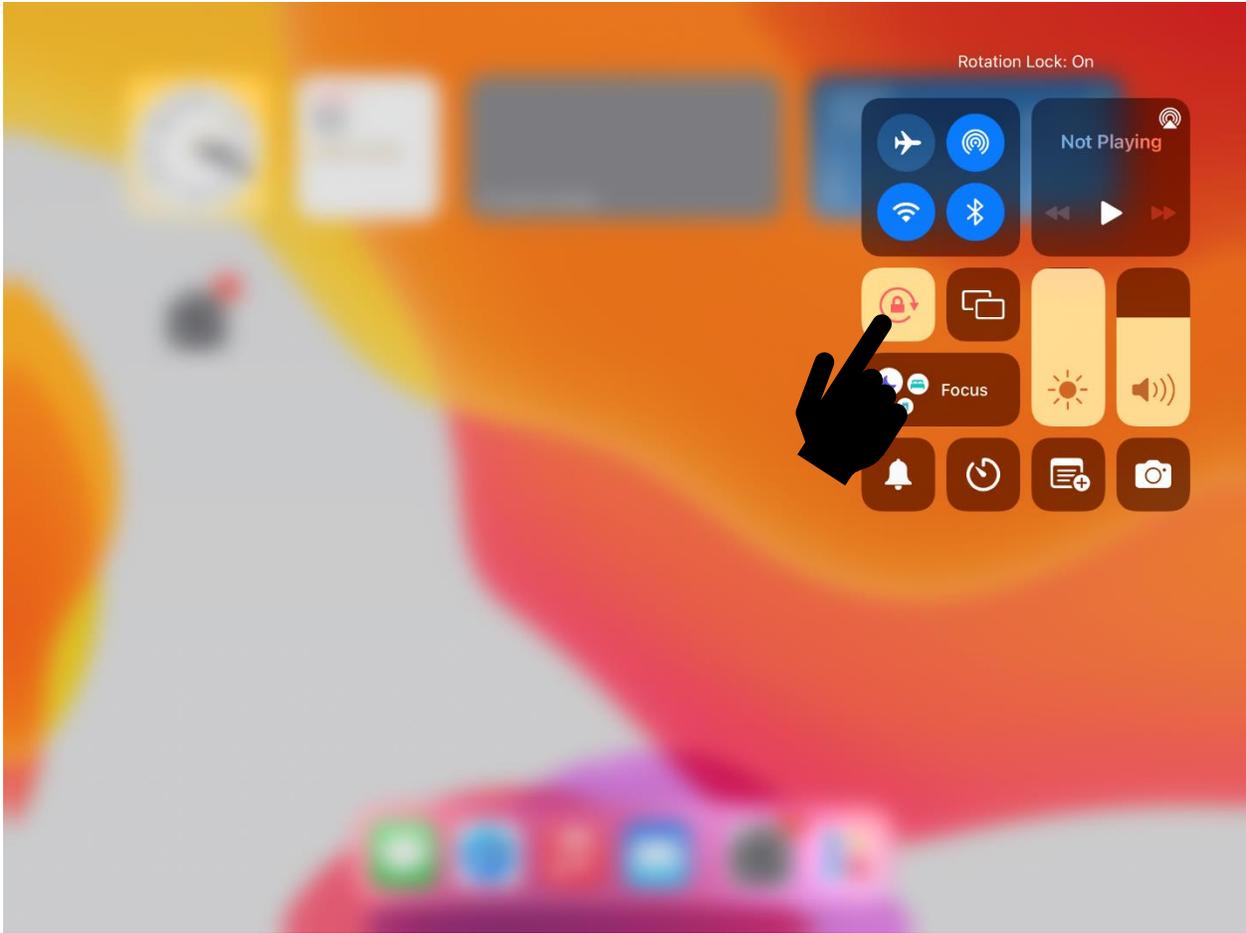


3. The **“Screen Rotation Lock”** mode should be turned **“On”** on the iPads. The Snack Monkey only works in Landscape orientation. The following three screen shots detail this process.

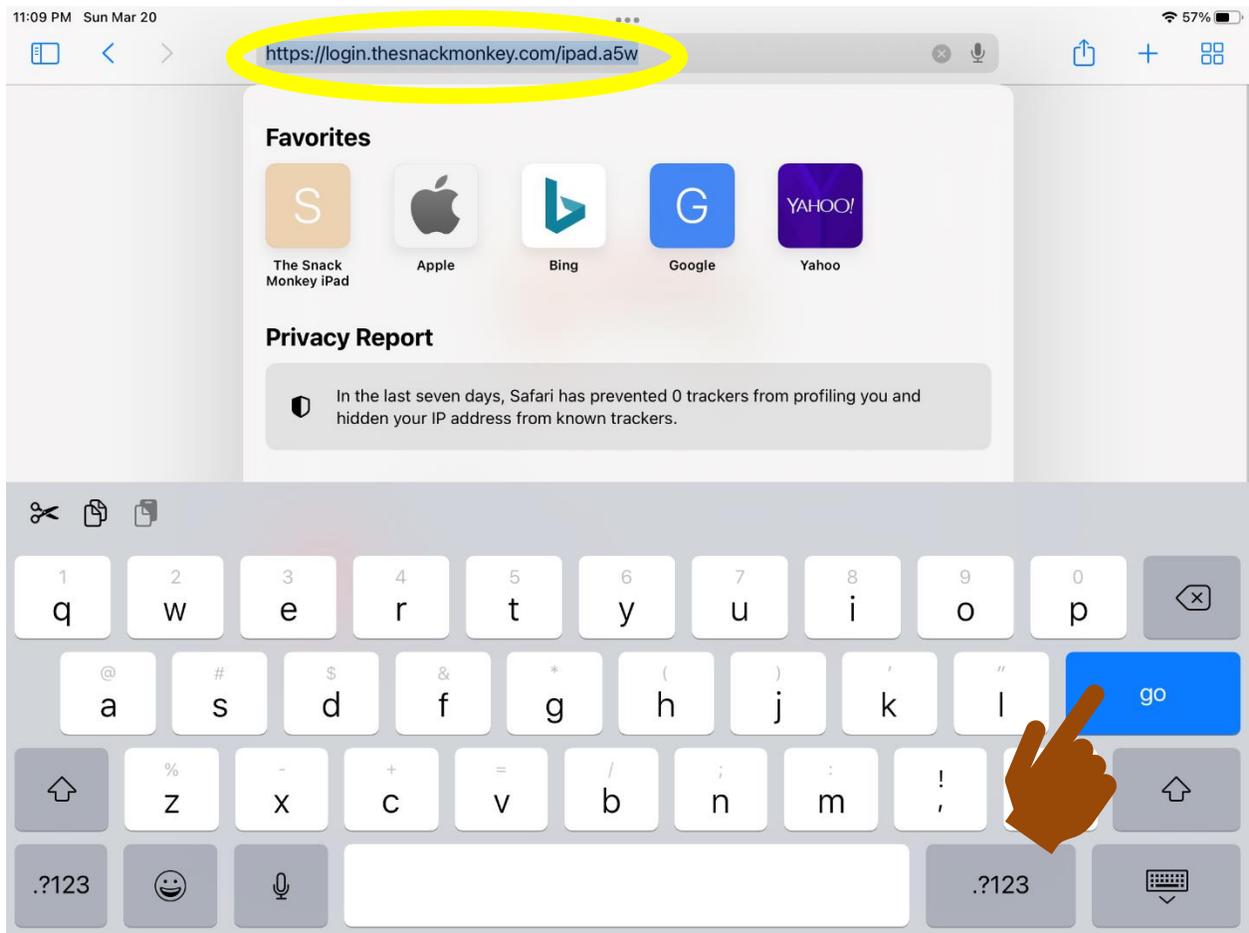
Swipe **“Down”** on the **“Battery”** info at the top **“Right”** of the screen.



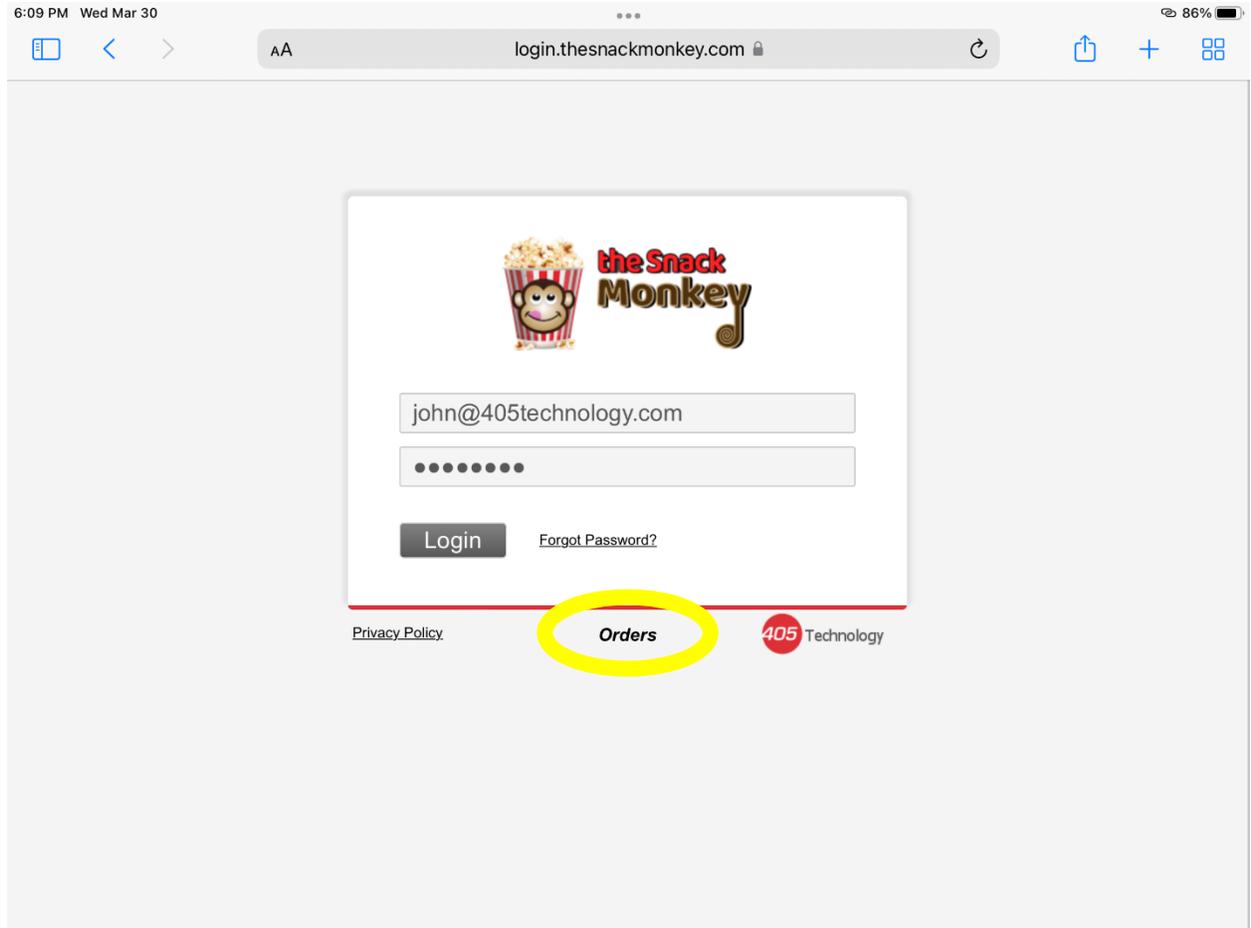




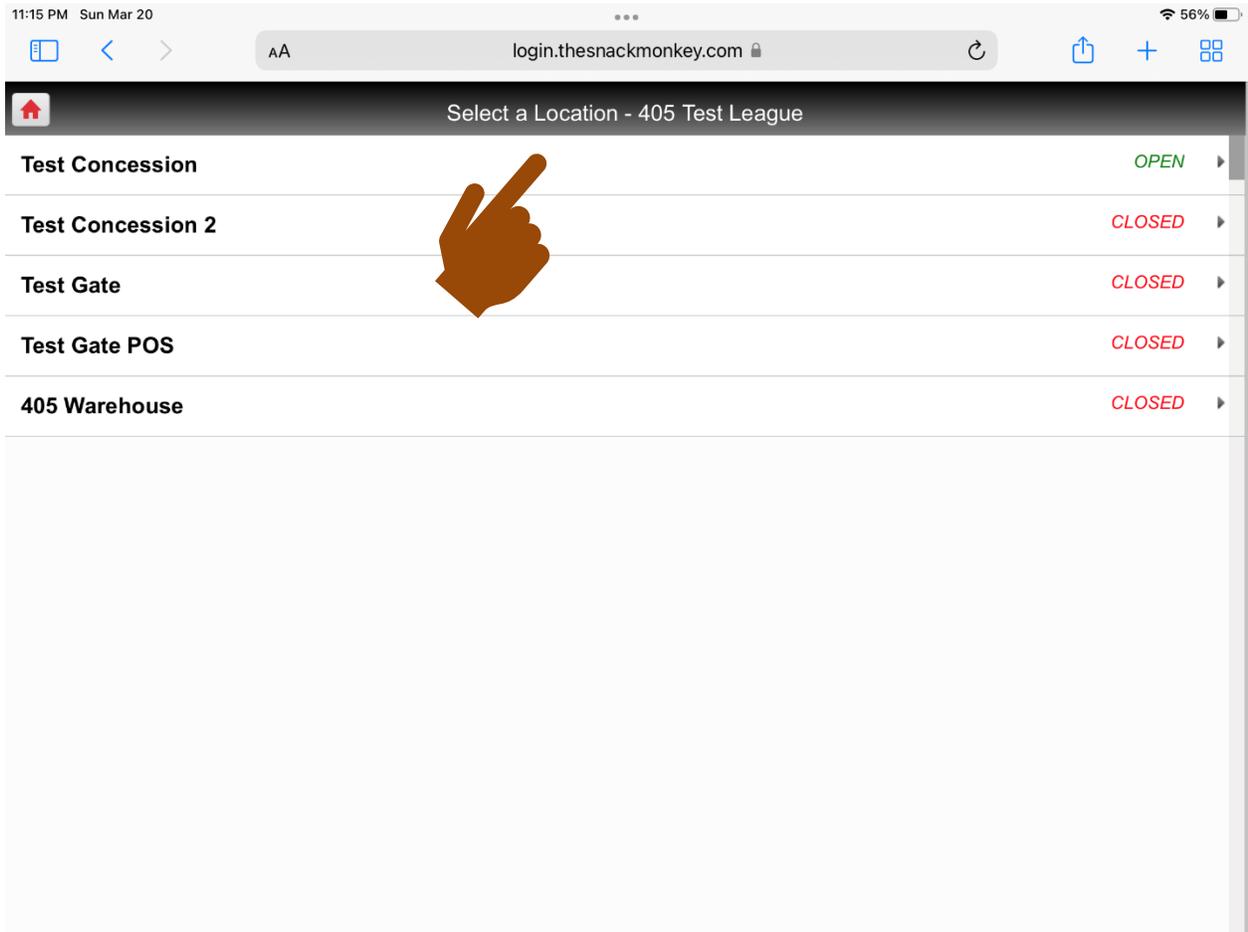
4. If there is no **“The Snack Monkey”** icon saved on the home screen, type the URL into Safari.  
**login.thesnackmonkey.com/ipad.a5w**



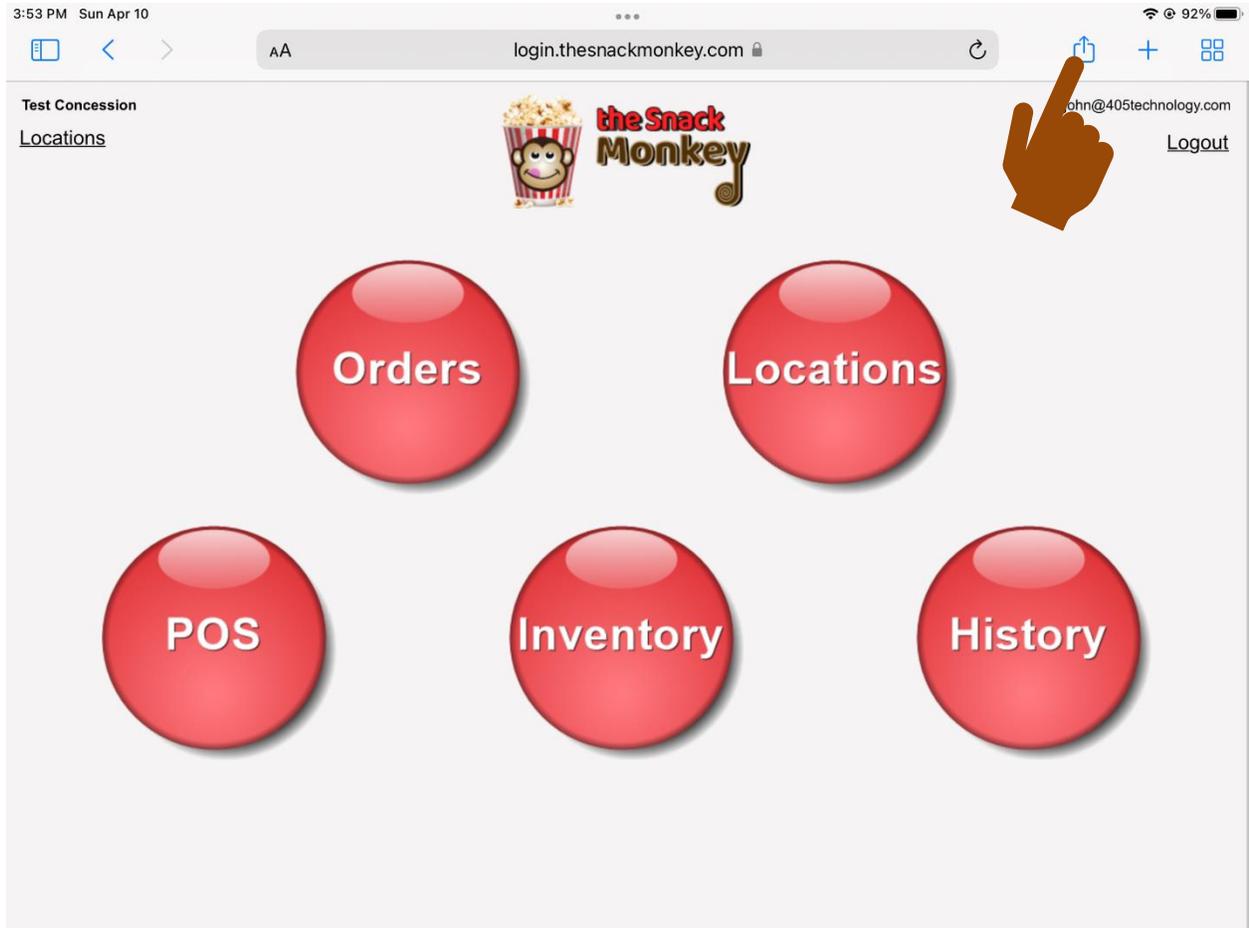
5. When you get to the “Login” screen, you will see one of two words below the “Login” box. You will either see “Web” or “Orders.” If you see the word “Web”, you are at the **WRONG** URL. To operate the iPads and sell items to customers, you must see the word “Orders.”



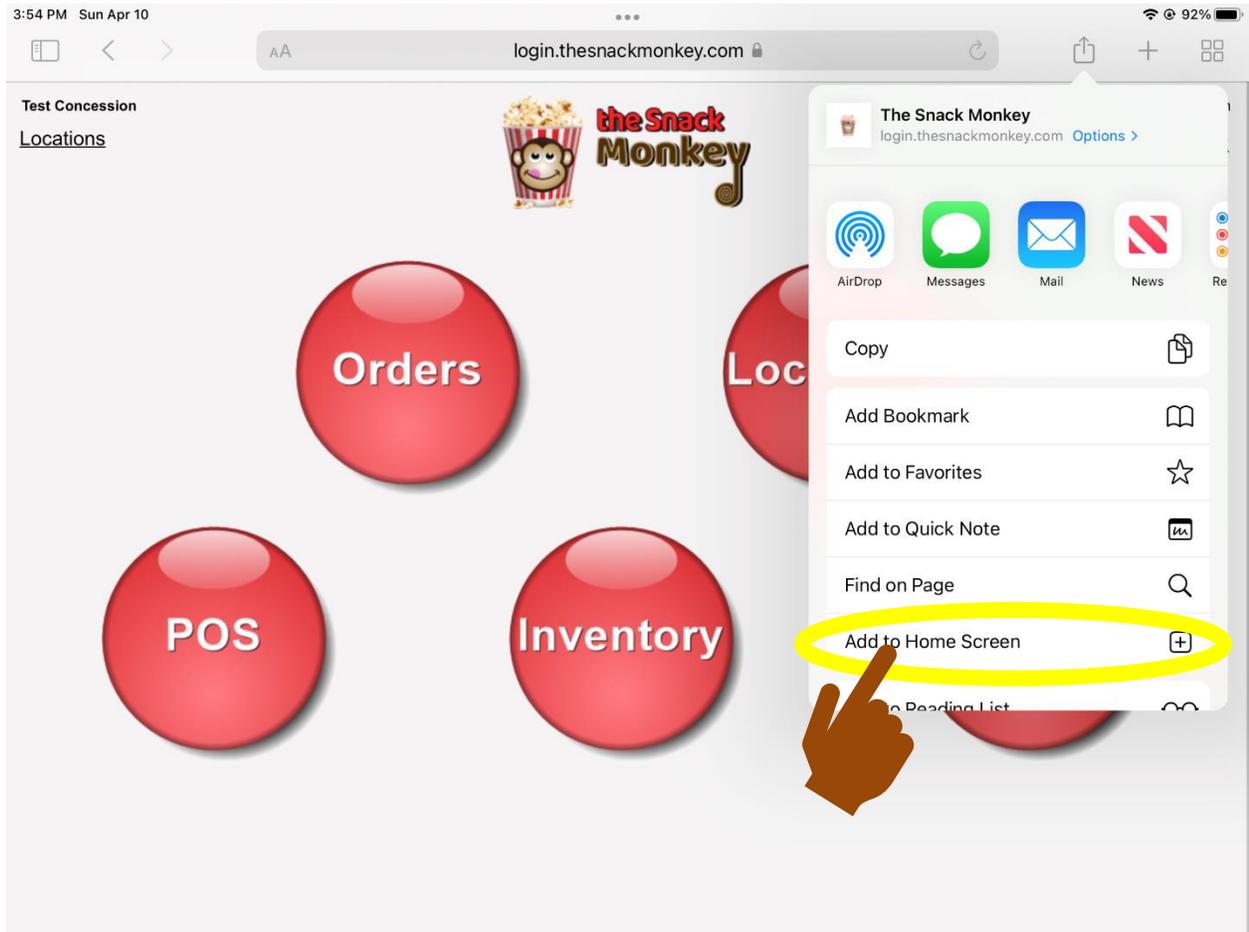
6. Once you are logged in, select the “**Location**” you are working at.



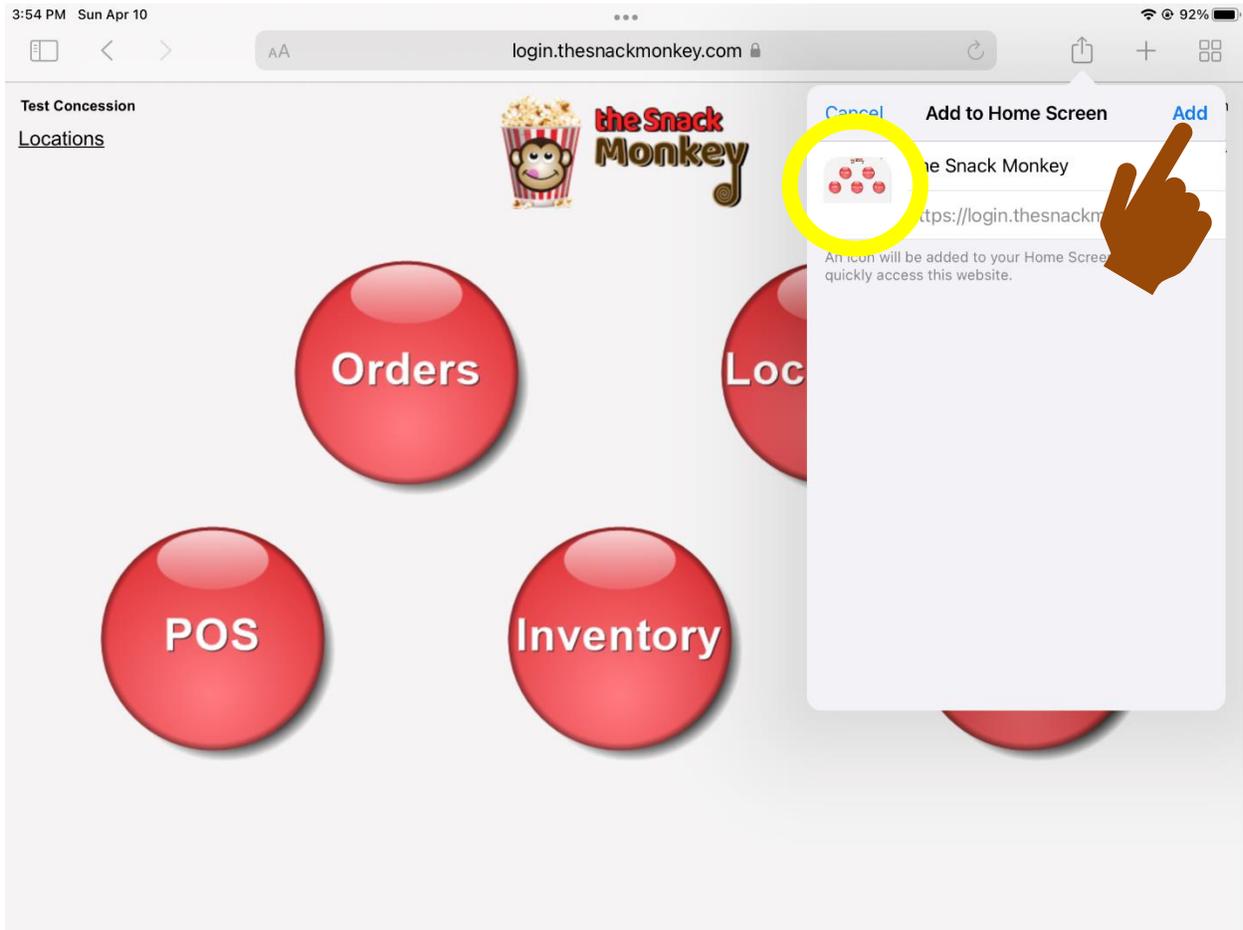
7. Once you are logged in, you might want to save an **“Icon”** on the home screen of the iPad so you can access The Snack Monkey more easily in the future. Find a screen that will be recognizable as an icon. The **“5 Button Home Screen”** is recommended. Once there, tap the **“Send”** icon at the top **“Right”** of the screen.



8. Tap "Add to Home Screen."



9. You will see the “Icon” that will be created. Tap “Add.”



10. The **“Icon”** you created will appear on the iPad home screen. Now, if you tap the **“Icon”**, it will take you directly to the **“Login”** screen.



11. Plug in the “Credit Card Swiper” using the dongle. **MAKE SURE** to plug the power cord into the dongle as well. The power cord will need to be plugged into the iPad the entire time The Snack Monkey is being used. The sleep mode on the iPad should be turned OFF in settings. The battery will drain quickly if the power is unplugged. This is because the iPad will not shut off and it is also powering the “Credit Card Swiper.”

