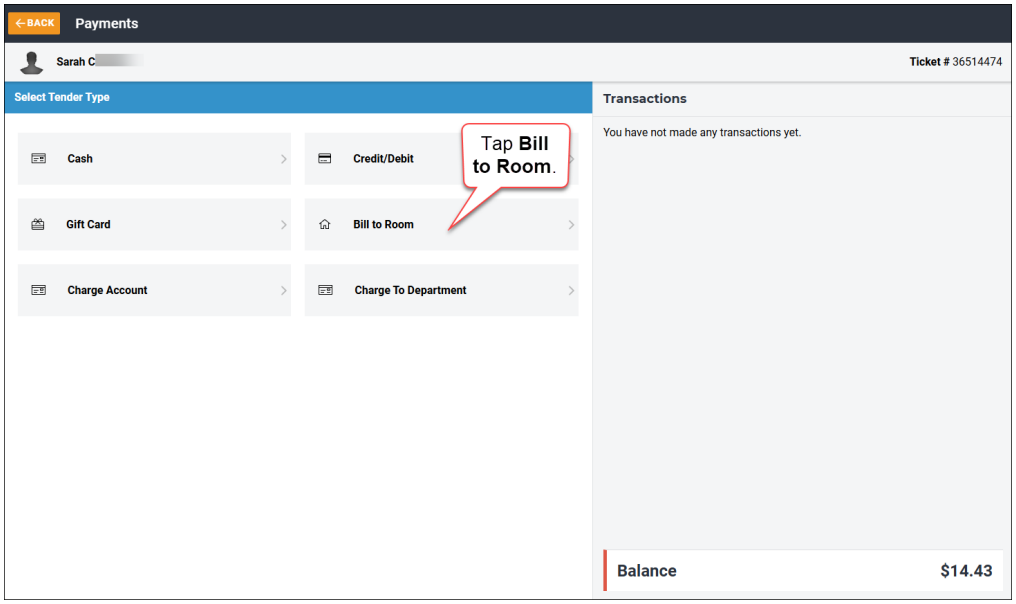
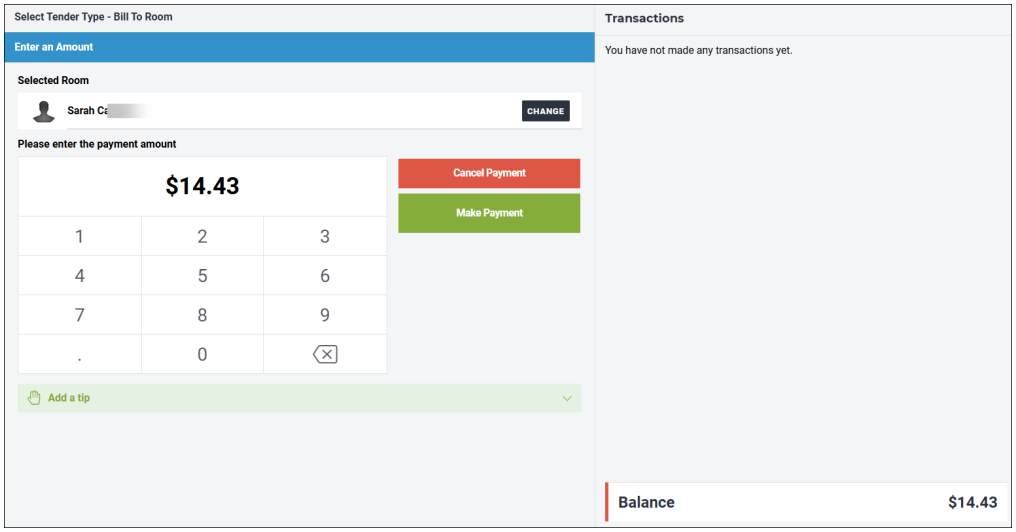
When checking out a diner, the Payments screen appears. From the Payments screen, you can pay the ticket by billing it to the diner's room or another diner's room. To do so:

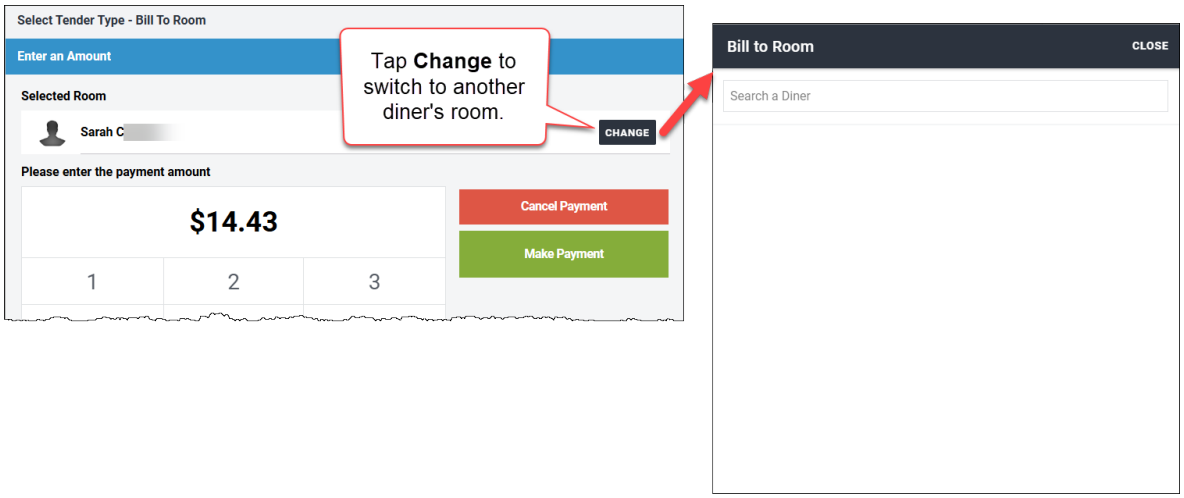
1. Tap **Bill to Room** (first screenshot below). The screen refreshes with the bill to room payment details (second screenshot below).



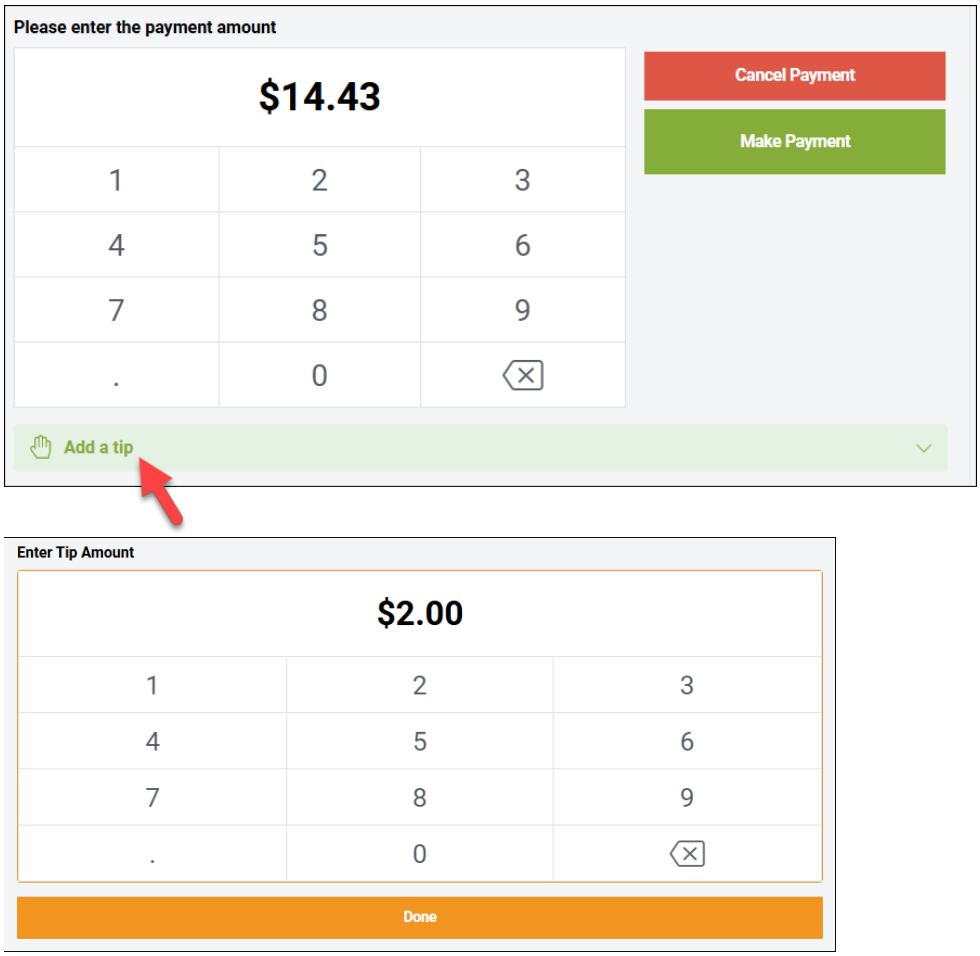


2. If you want to charge the bill to a room that is not the diner's room, then tap the **Change** button, and from the Bill to Room pop-up window that appears search for and select the diner whose room is to be charged (screenshot next page).

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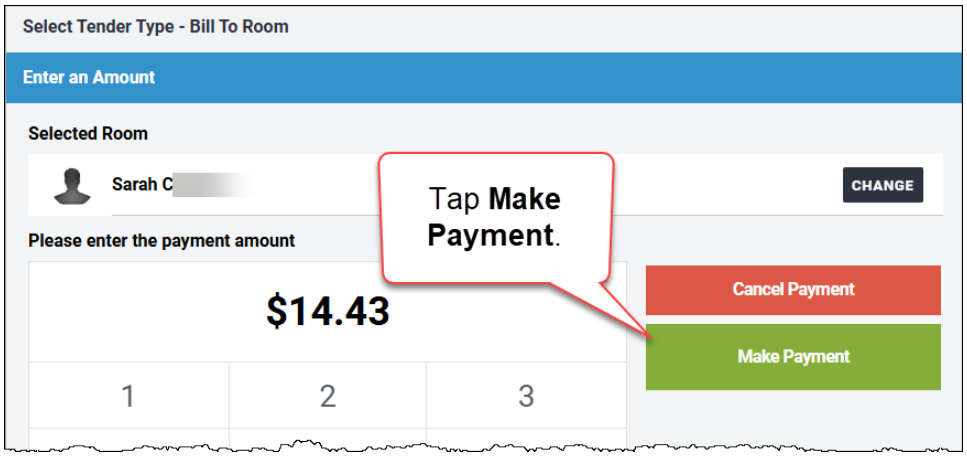


3. To enter a tip amount requested by the diner, tap **Add a tip** (first screenshot below). The Enter Tip Amount screen appears for you to manually enter a dollar and cents amount (second screenshot below). Click **Done** to close the screen.

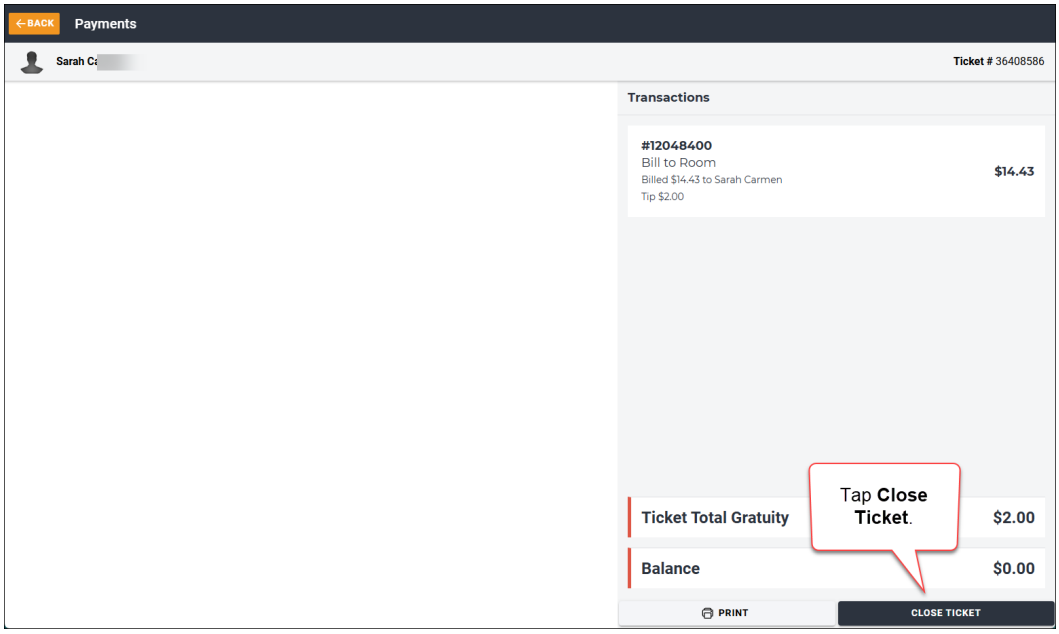


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4. Tap the **Make Payment** button. The payment is applied and the screen refreshes accordingly with the payment details.



5. Tap the **Close Ticket** button to close the ticket.



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