

1. Tap the Pay button for the guest ticket. The Payments screen appears.

Subtotal		\$4.
Tax Total		\$0.
Total		\$5.
Outstanding Balance		\$5.
Delivery Type:	Tap Pay.	
To Go		TICKET NOTE
DISCOUNT		DAV

2. Tap **Bill To Room**. The Bill to Room pop-up window appears.

← BACK Payments						
L GUEST						
Select Tender Type				Tan Dill to		
🖃 Cash	>		Credit/Debit	Room.		
🖄 Gift Card	>	ଜ	Bill To Room	>		
📼 Charge To Department	>		1			
Bill to Room CLOSE						
	Search a Dir	ner				

3. Search for and select the diner who will pay for the guest meal.



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4. Tap Use. The Payments screen refreshes with the diner and the payment amount.

←васк Payment	ts		
L GUEST			
Select Tender Type - Bi	ll To Room		
Enter an Amount			
Selected Room			
👰 Nancy Si			CHANGE
Please enter the paym	ent amount		1.0
\$5.40		Cancel Payment	
	•		Make Payment
1	2	3	
4	5	6	
7	8	9	
	0	$\langle \times \rangle$	

- 5. Tap Make Payment. The meal is charged to the diner's bill to room account.
- 6. Tap Close Ticket.