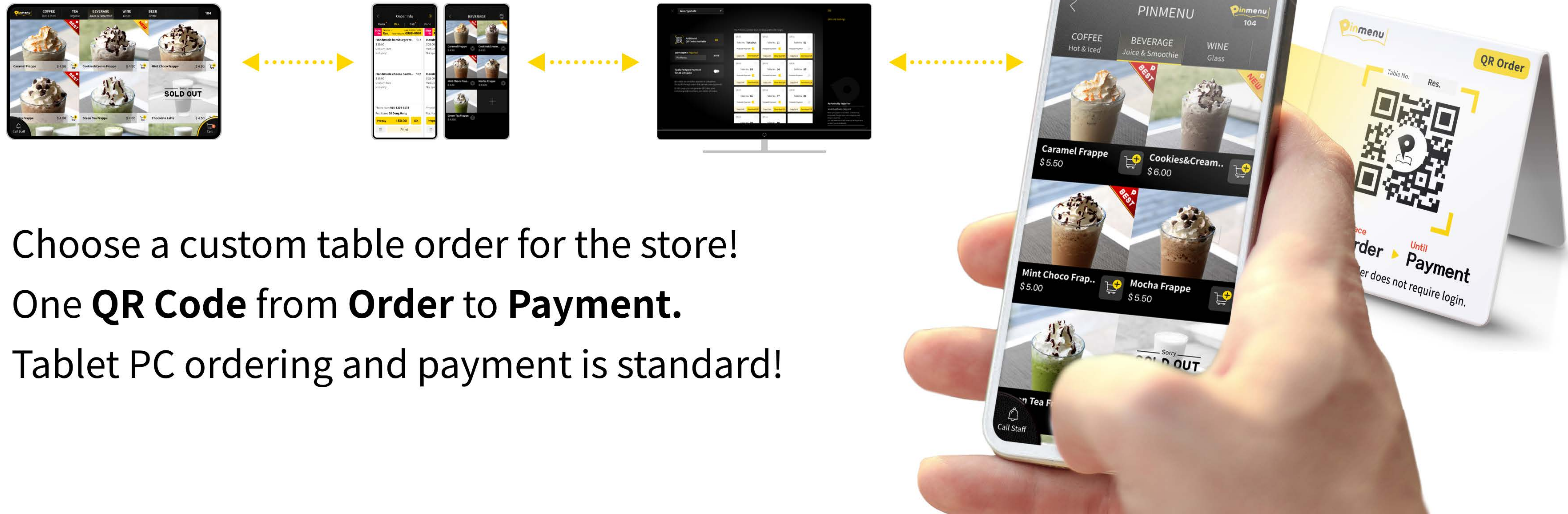


# Original Smart Menu

# PINMENU Manual





# Contents



Pinmenu Mgmt



Pinmenu Order

1. Set Store	-----	3p
2. Set Category	-----	7p
3. Set Menu	-----	14p
4. Order Info Mgmt	-----	23p
5. Set Table Number	-----	28p
6. Set Menu Design	-----	31p
7. Set Printer	-----	34p
8. Set QR Order	-----	36p
9. Set Tip & Tax	-----	41p
10. Set Event	-----	46p



# 1. Set Store

**Tip** Multiple stores can be managed with one account, and you can easily change the store in the ordering app and use it immediately.

1-1. Add Store

1-2. Modify/Delete Store

1-3. Order App Store Change

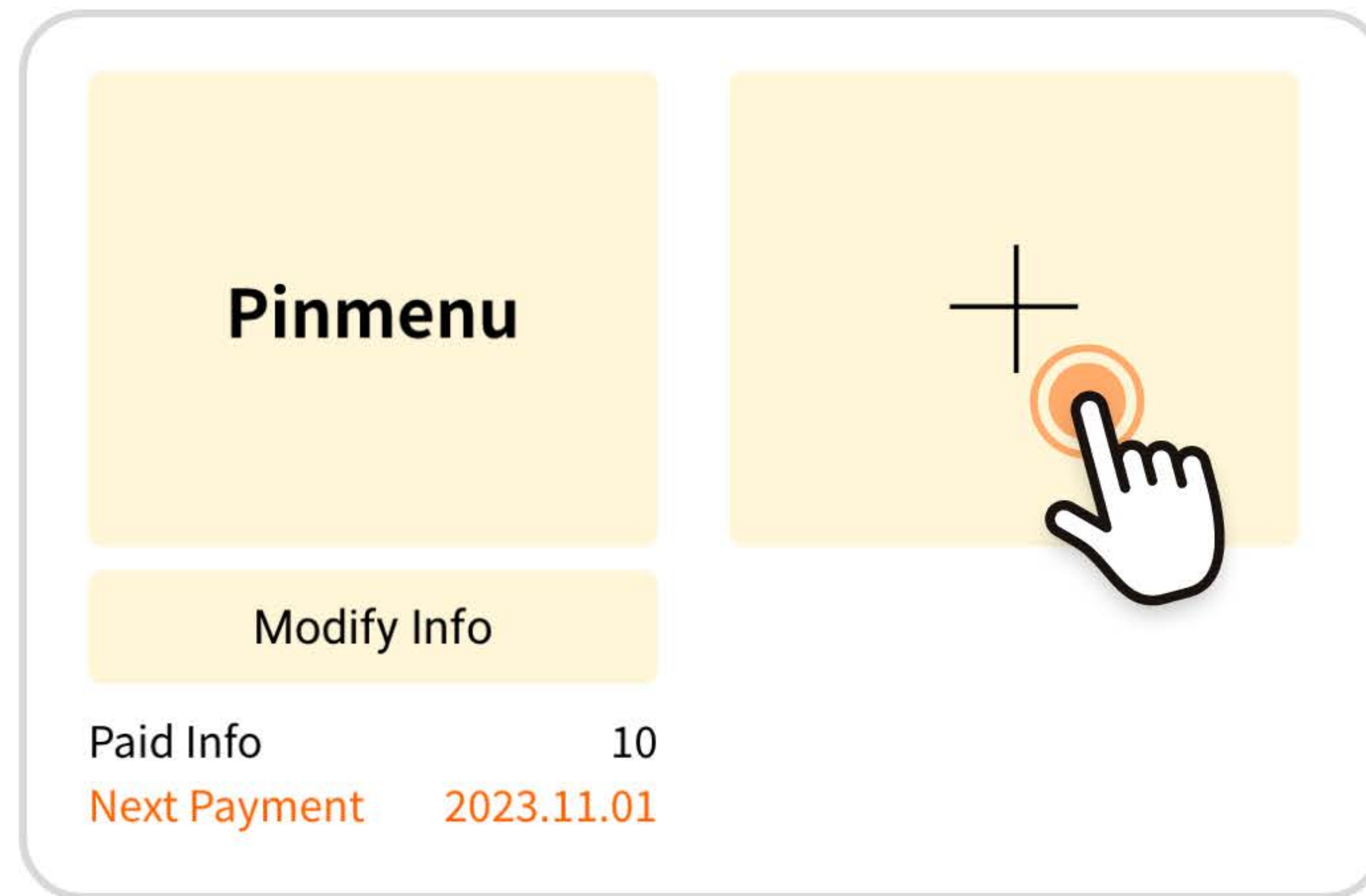


# 1-1. Add Store

Smartphones are not supported

Mgmt. App

After login, click the  
**'+' Button in Store Settings**



※ After logging in, the initial screen is the store settings screen. If a store is already selected, choose the '<' icon in the top left corner.

After entering **Store Info**,  
select **Store Registration**

※ Detailed information can be entered after 'Register Store'

**Enter Detailed Info**(optional)  
and select **Save**

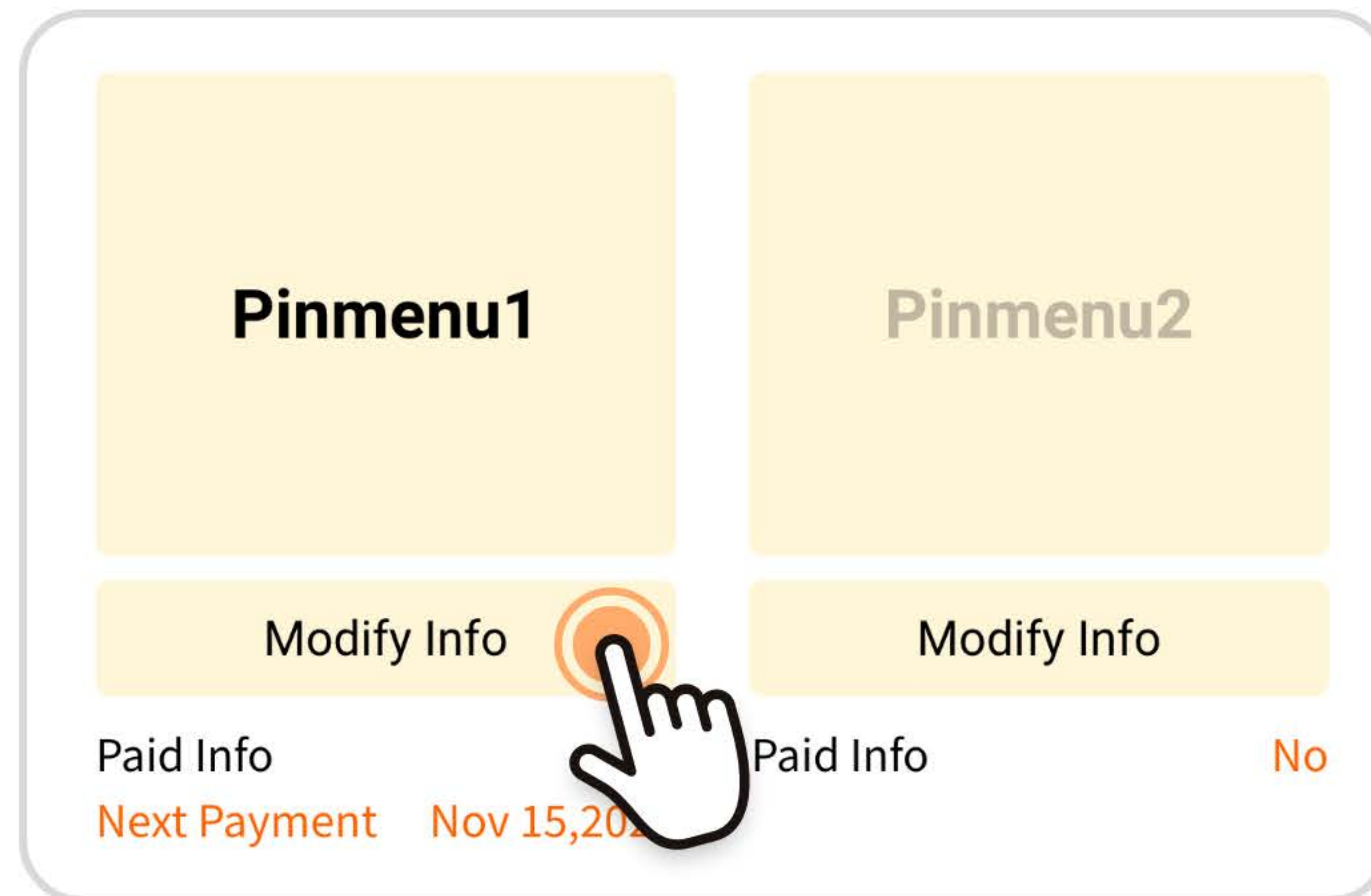


# 1-2. Modify/Delete Store

Smartphones are not supported

Mgmt. App

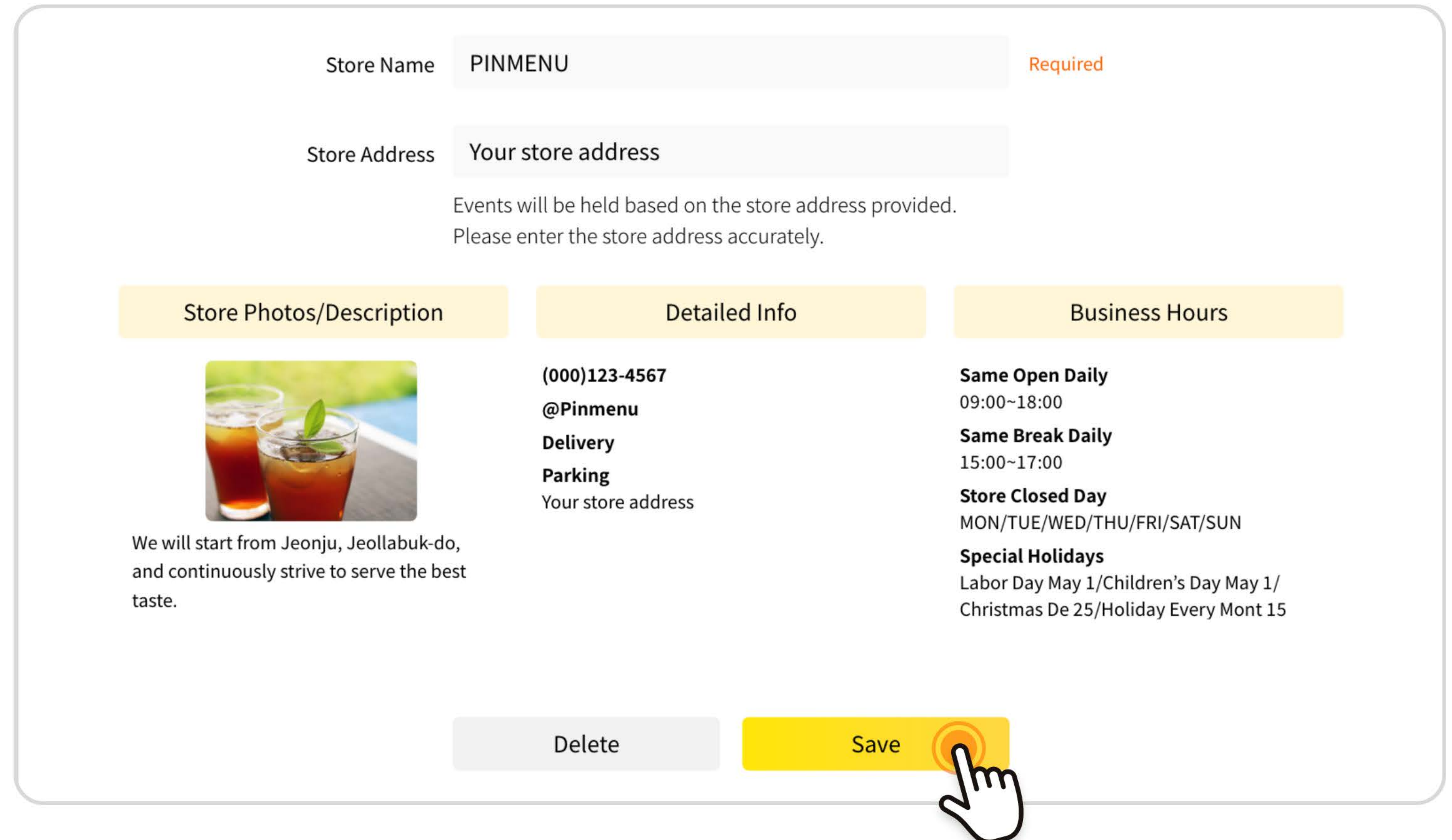
The **Modify Info** select for stores needing modification



※ After logging in, the initial screen is the store settings screen. If a store is already selected, choose the '<' icon in the top left corner.

Modify the section that needs **Editing** and select **Save**

※ Deleting removes all store categories and menus permanently, with no recovery.



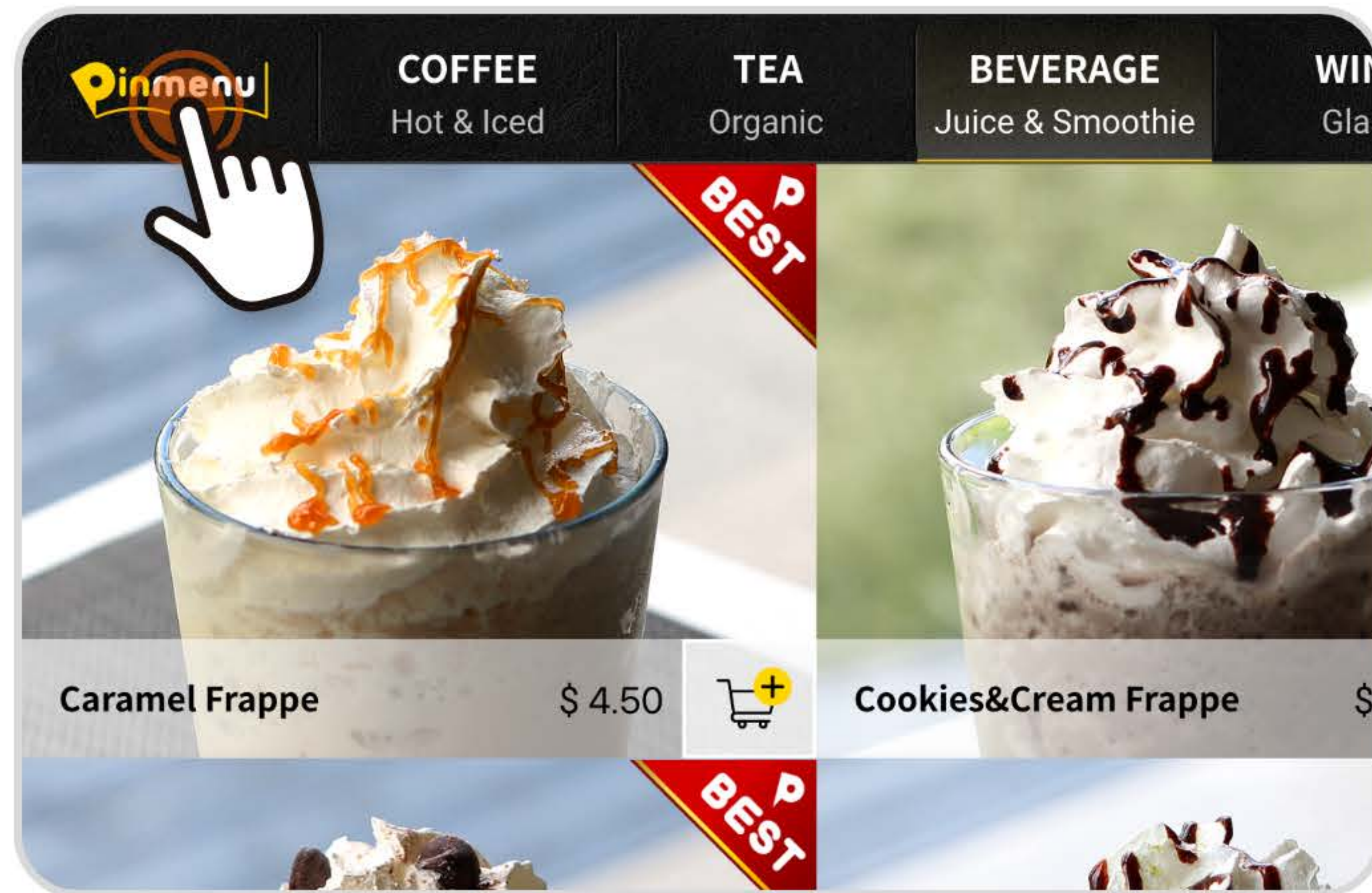
※ The preview of entered details is scheduled for an update.



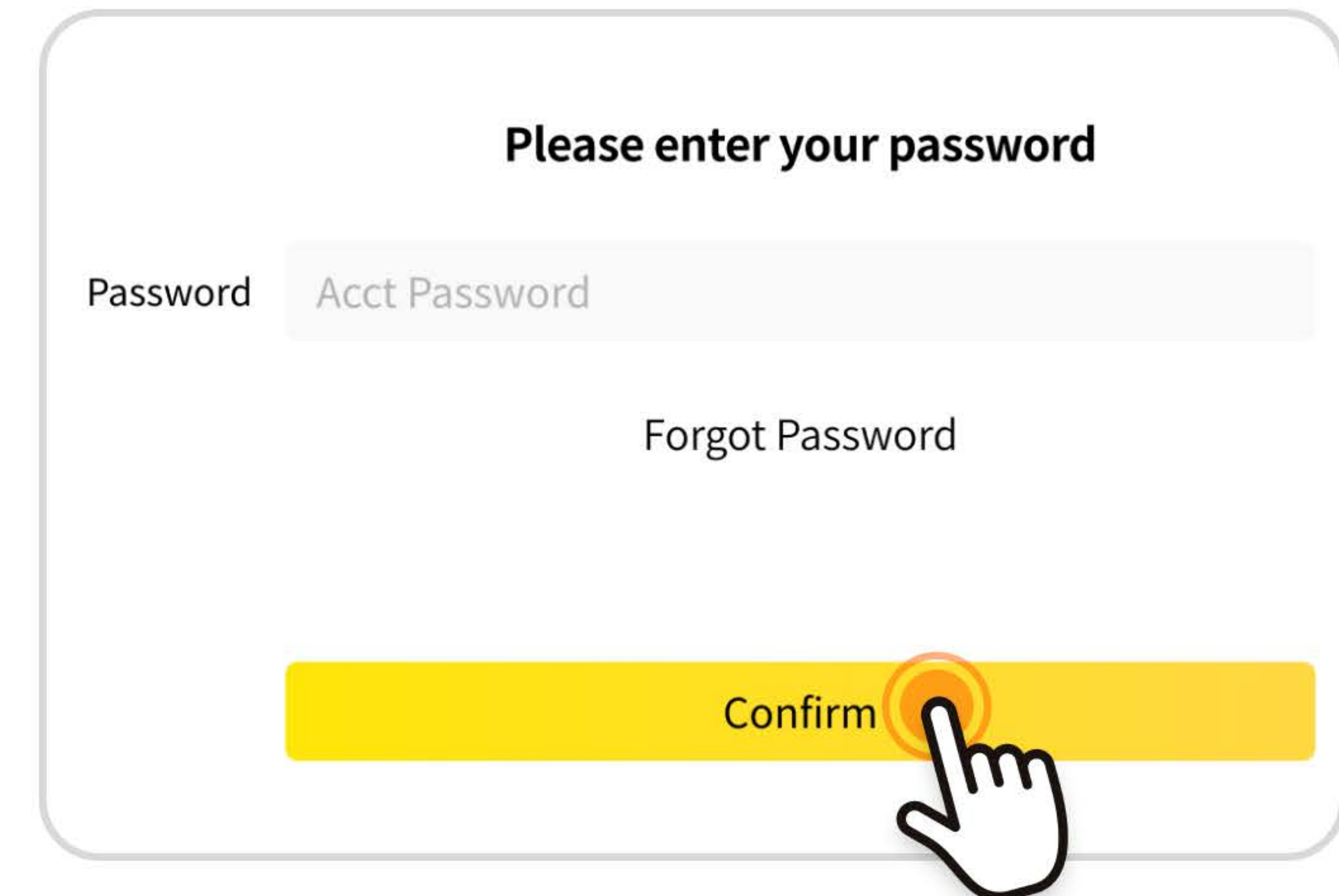
# 1-3. Order App Store Change

Order App

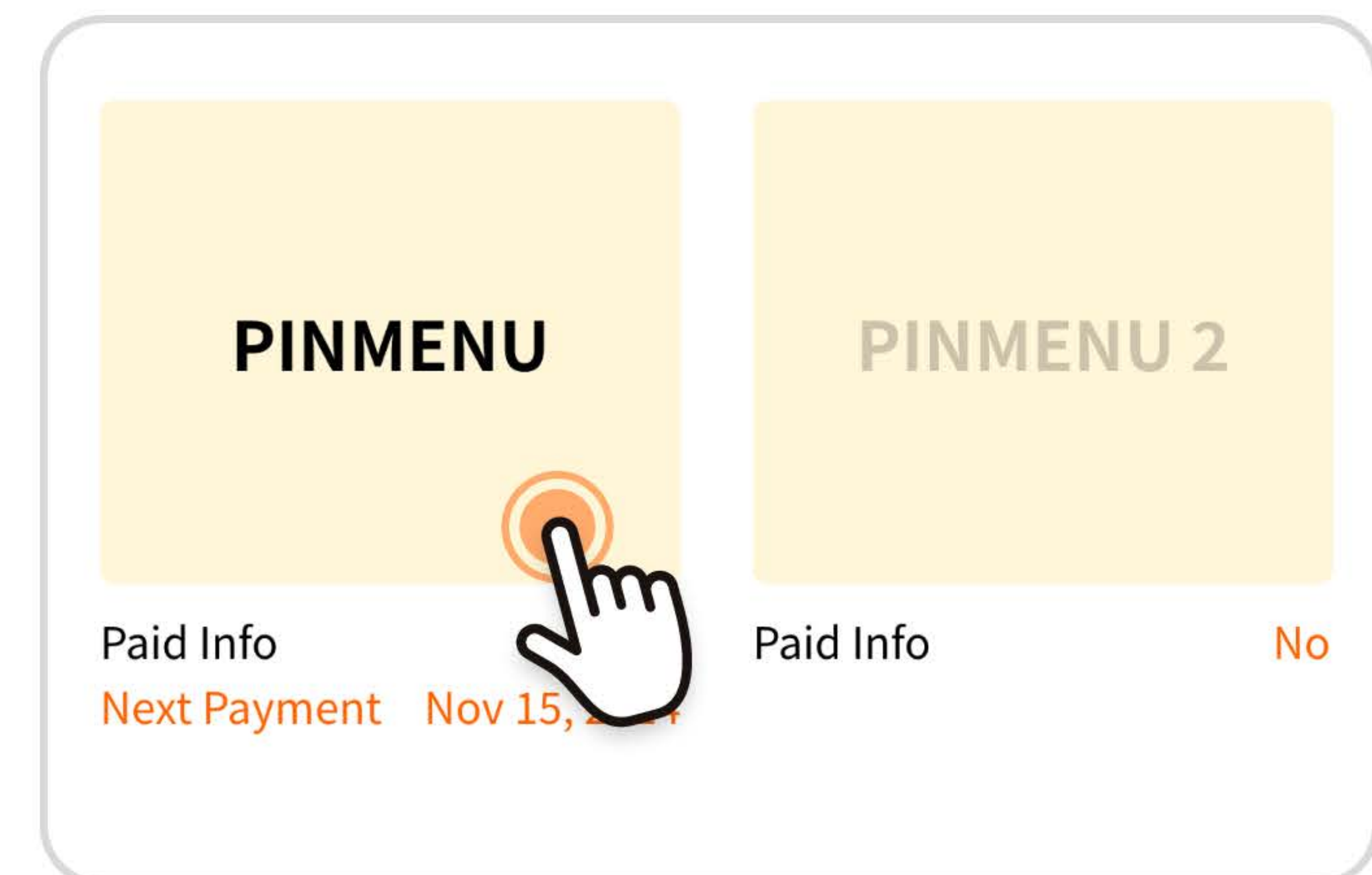
Long Press **Pinmenu Logo**



Enter **Account Password** in the password input popup and select **Confirm**



Select a **Store to Change**





# 2. Set Category

**Tip** You can hide the entire category section.  
Try operating by creating seasonal products as categories and then hiding them.

2-1. Add/Hide Categories

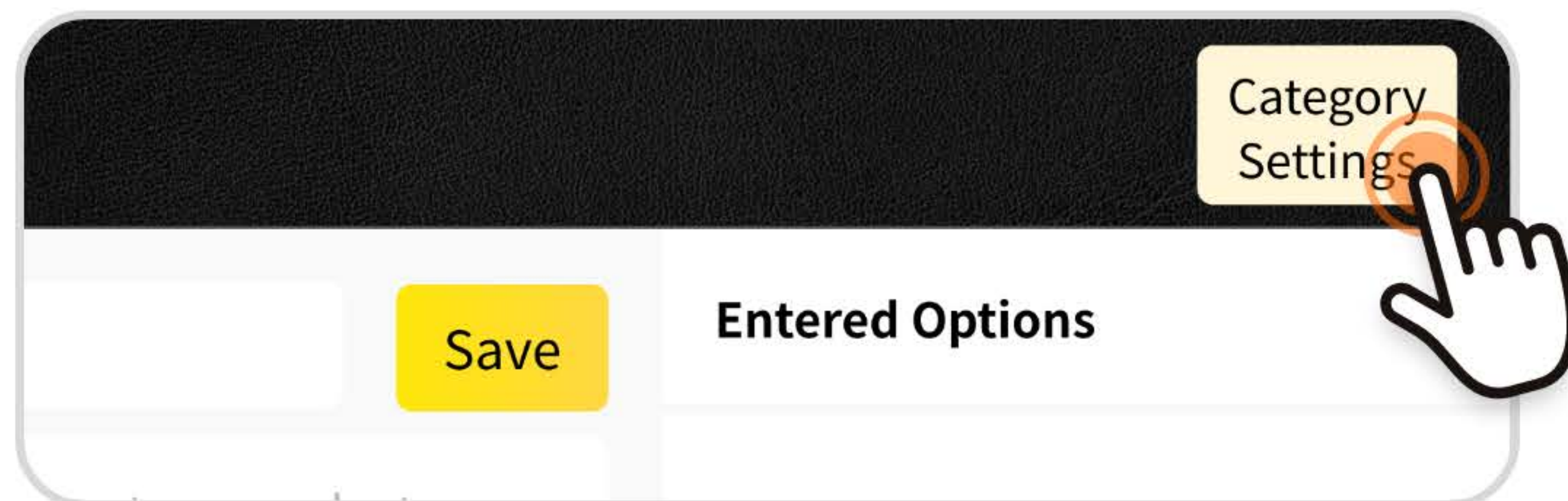
2-2. Modify/Delete Categories

2-3. Change Category Order

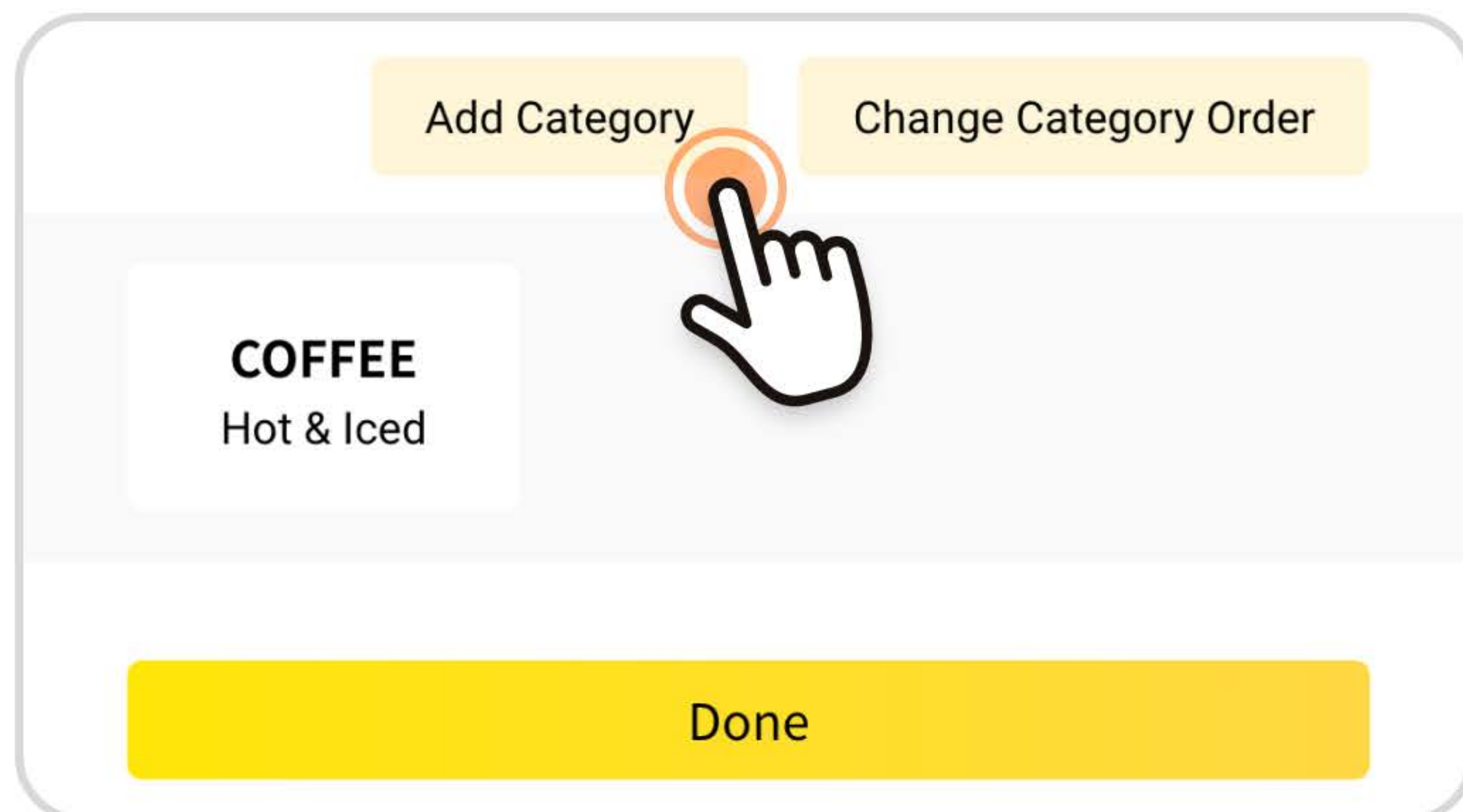


## 2-1. Add/Hide Categories (Tablet PC)

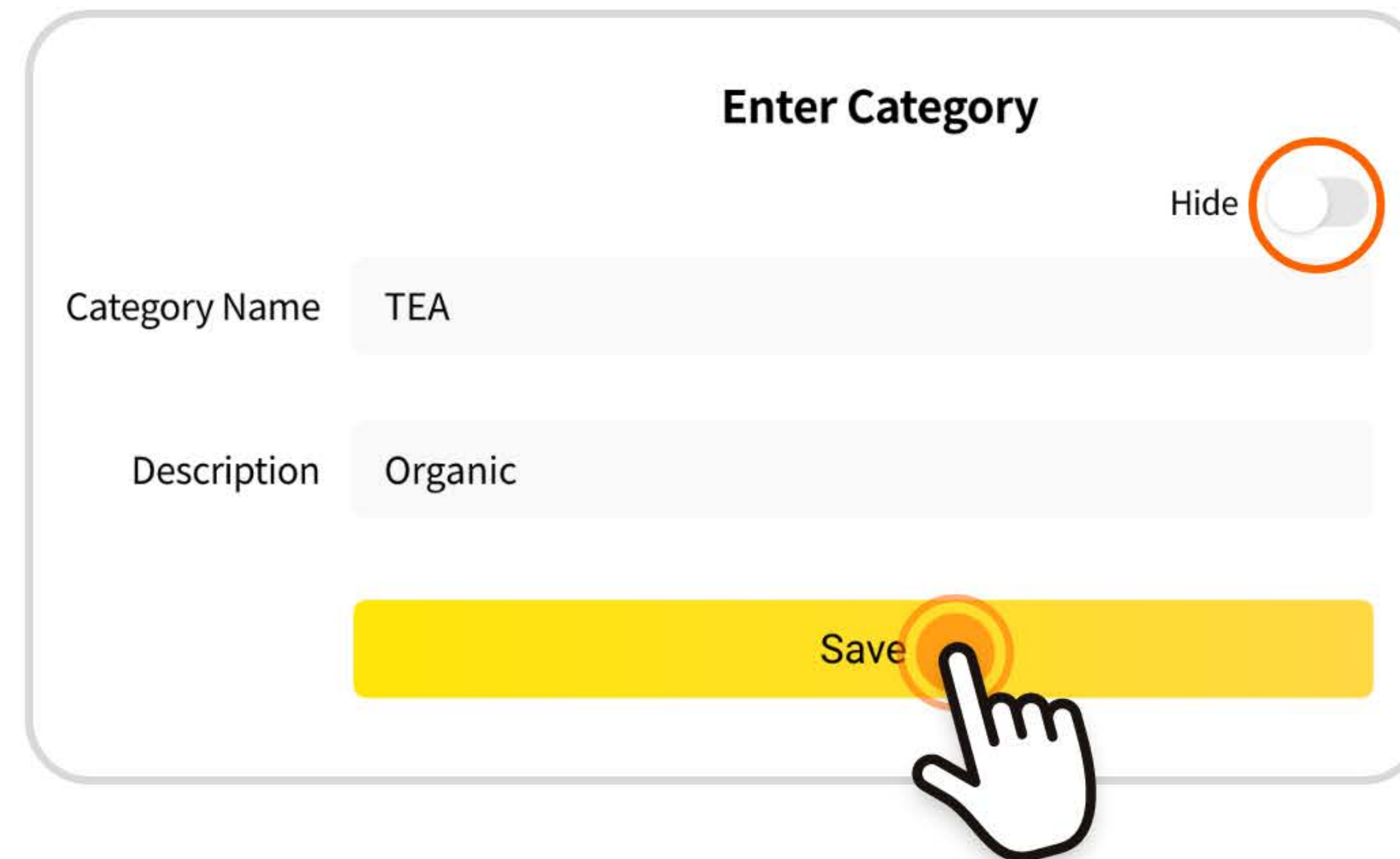
In Menu Management,  
select **Category Settings**



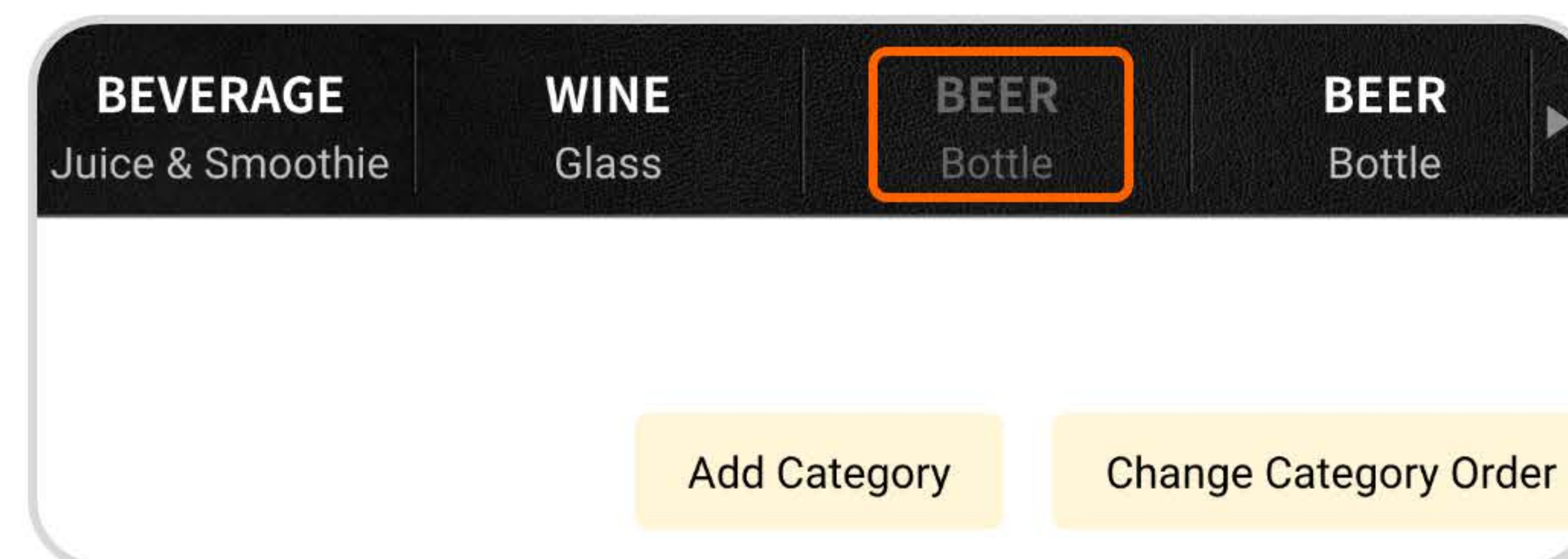
Select **Add Category**



The **Category Name** and  
Type a **Description** and select **Save**

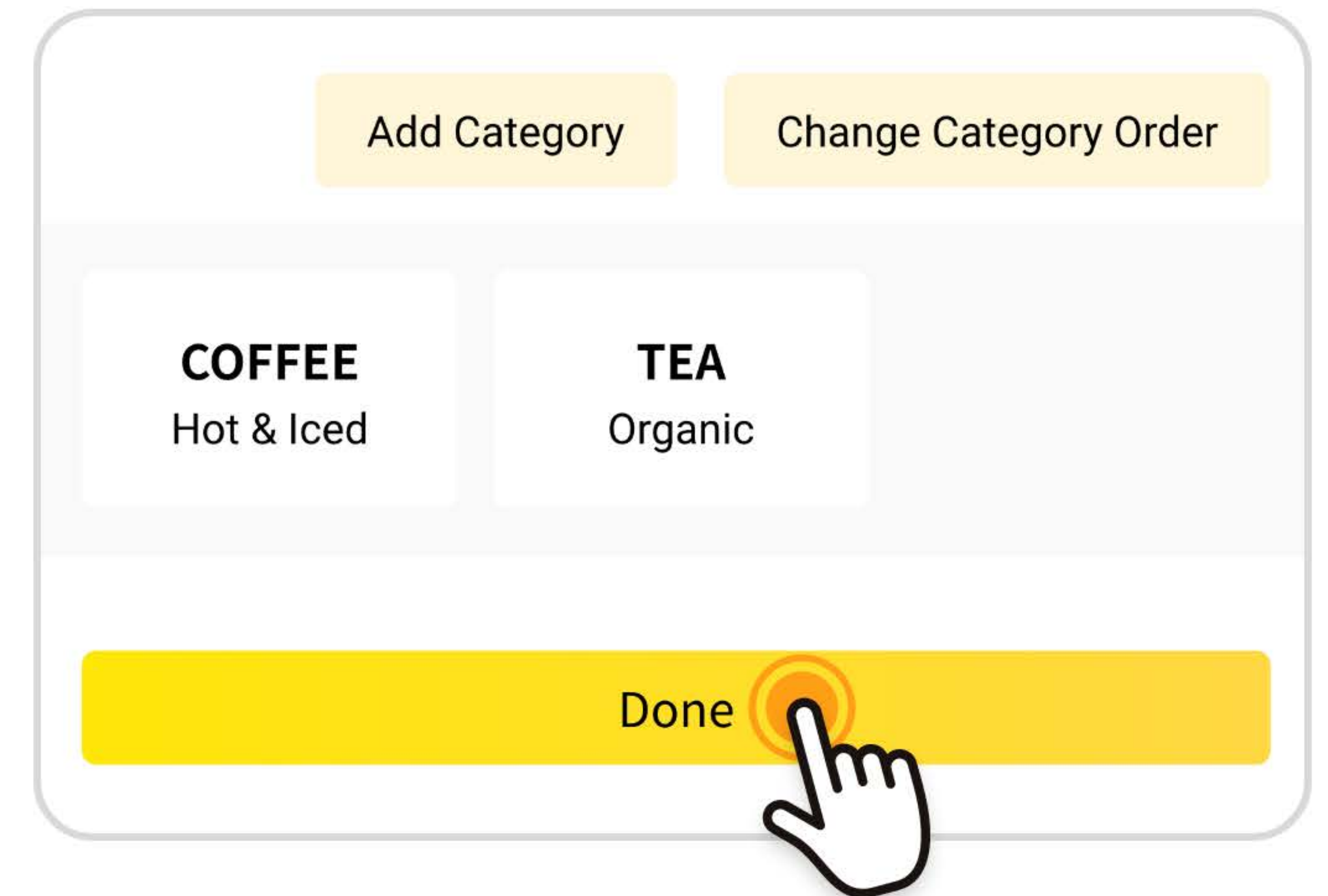


If you turn the **Hide Switch ON**  
It's blurred in the admin app,  
I can't see it in the ordering app.



(mgmt. app : Hide on state)

Check the categories you added  
and select **Done**

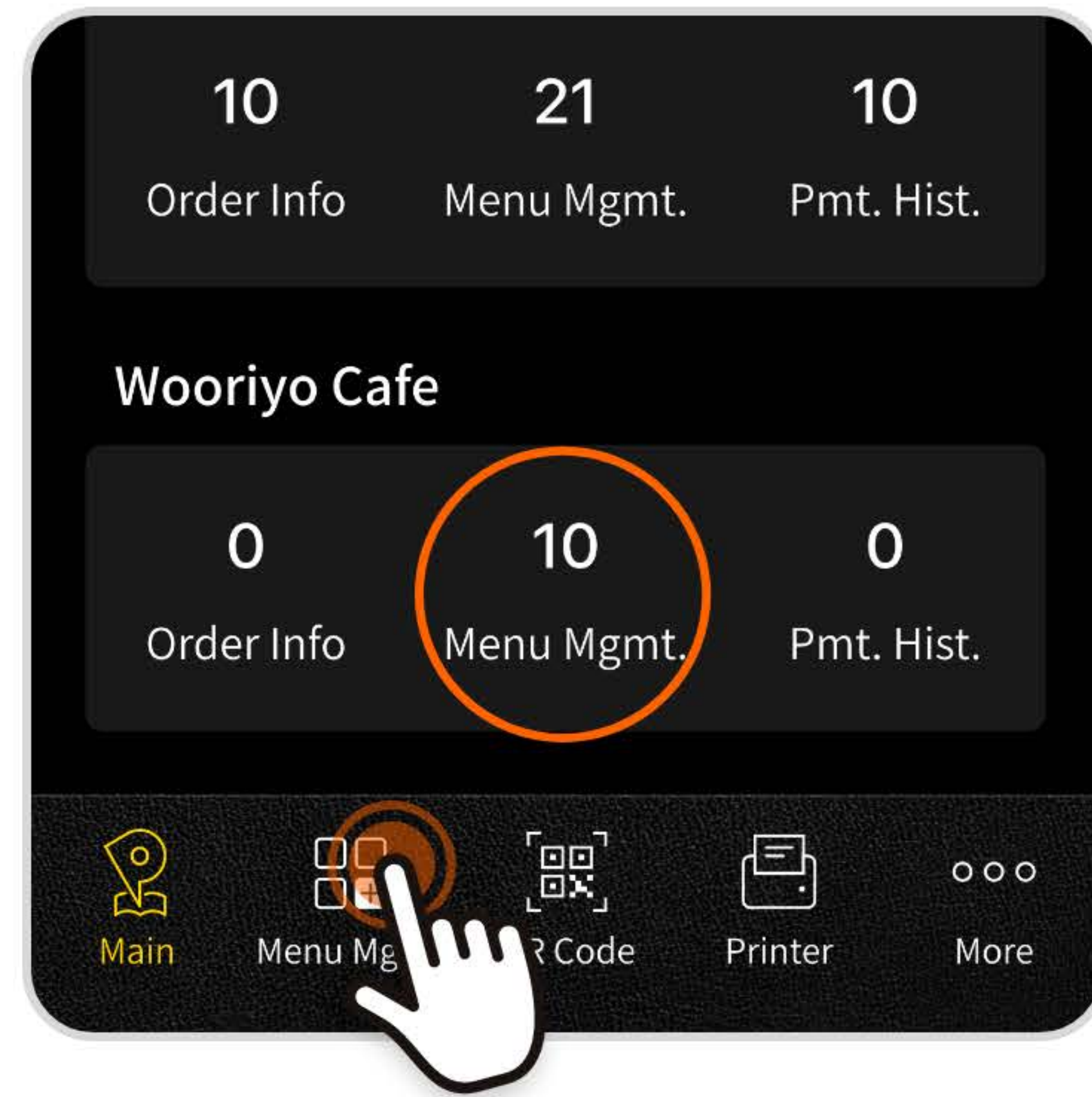


※ If none of the categories exist Select  
'Menu Management' and proceed  
from the 'Enter Category Name' stage  
(One category must be registered.)

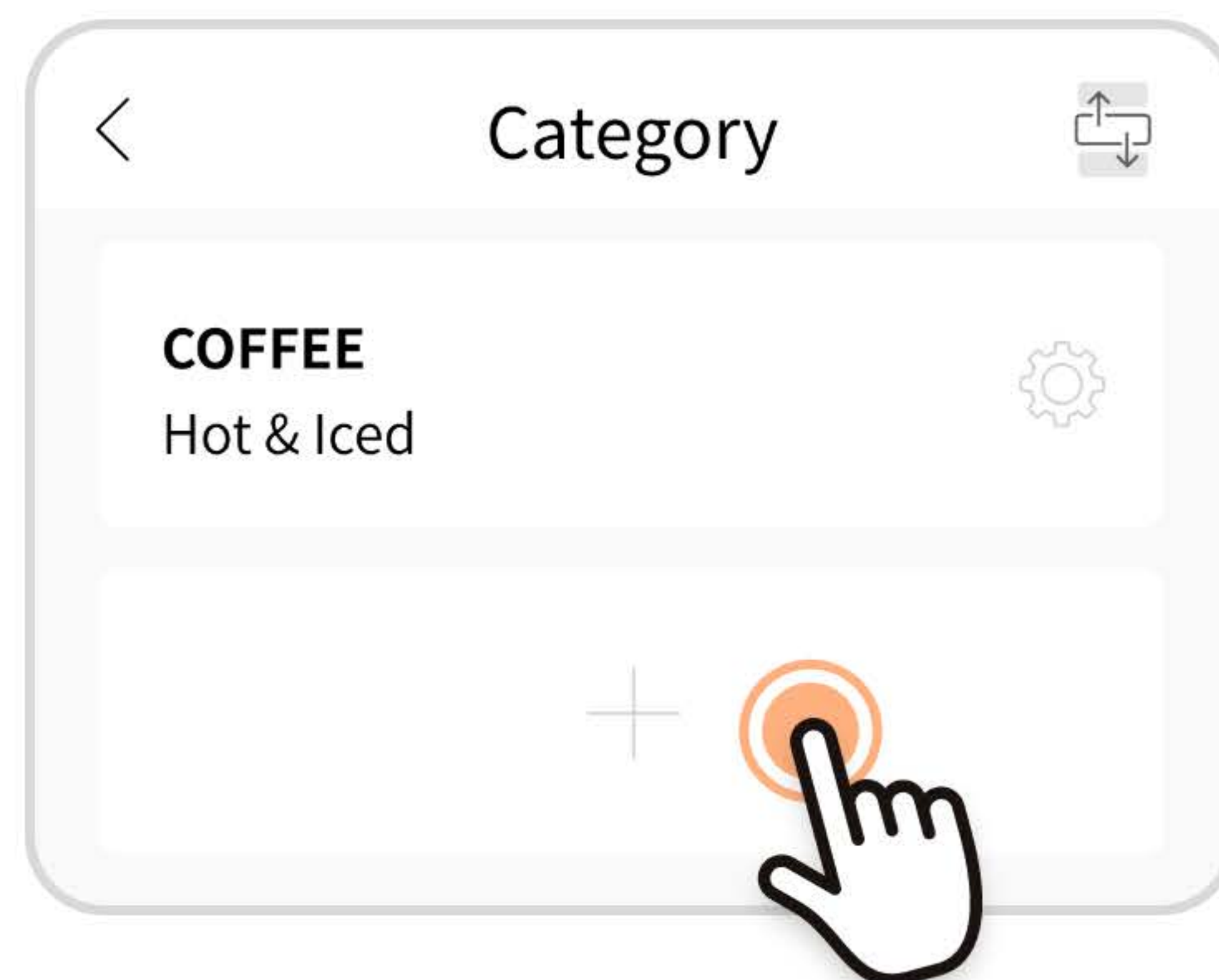


## 2-1. Add/Hide Categories(Smartphone)

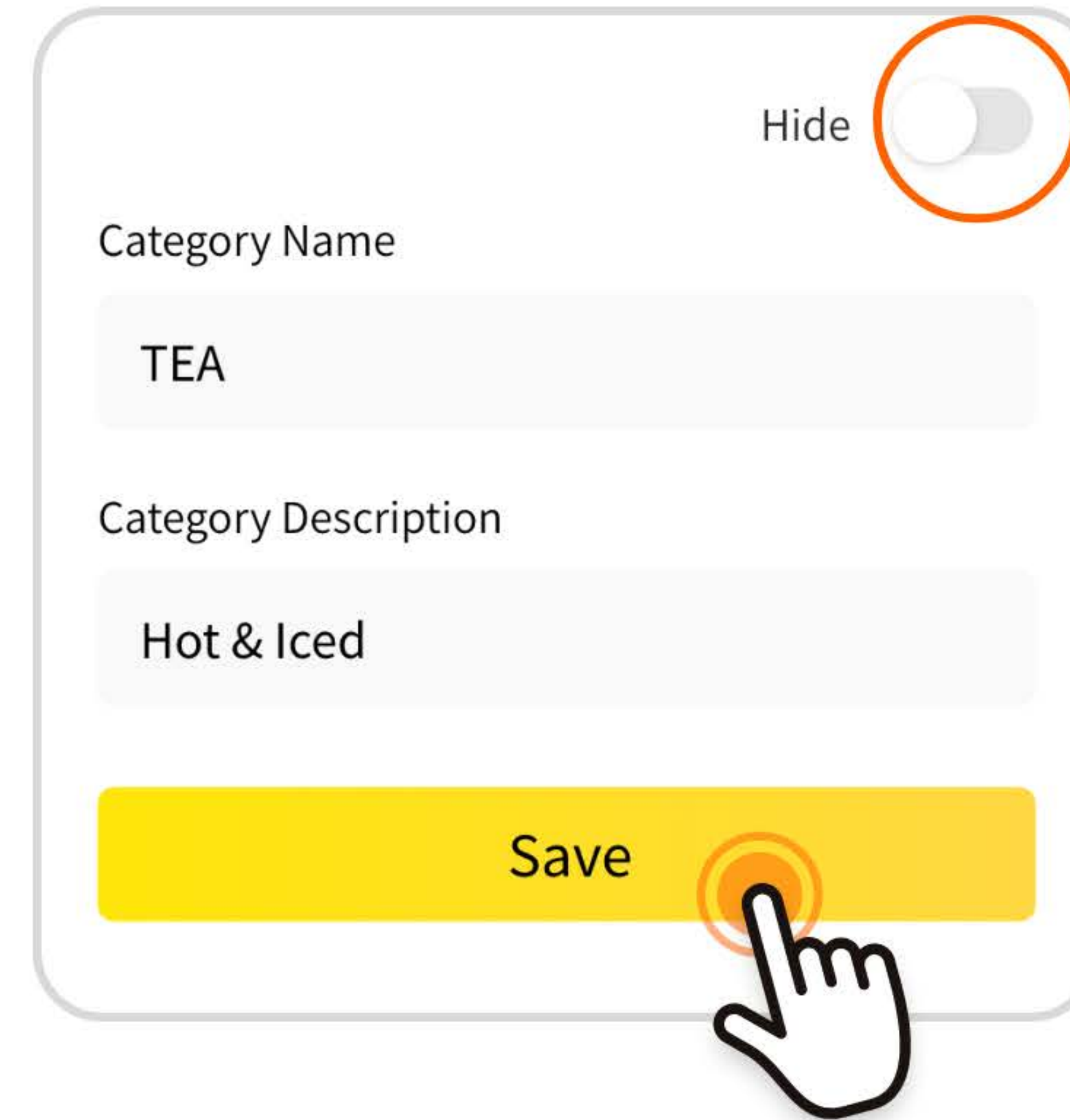
On the main screen, tap **Menu Mgmt** and choose a store.



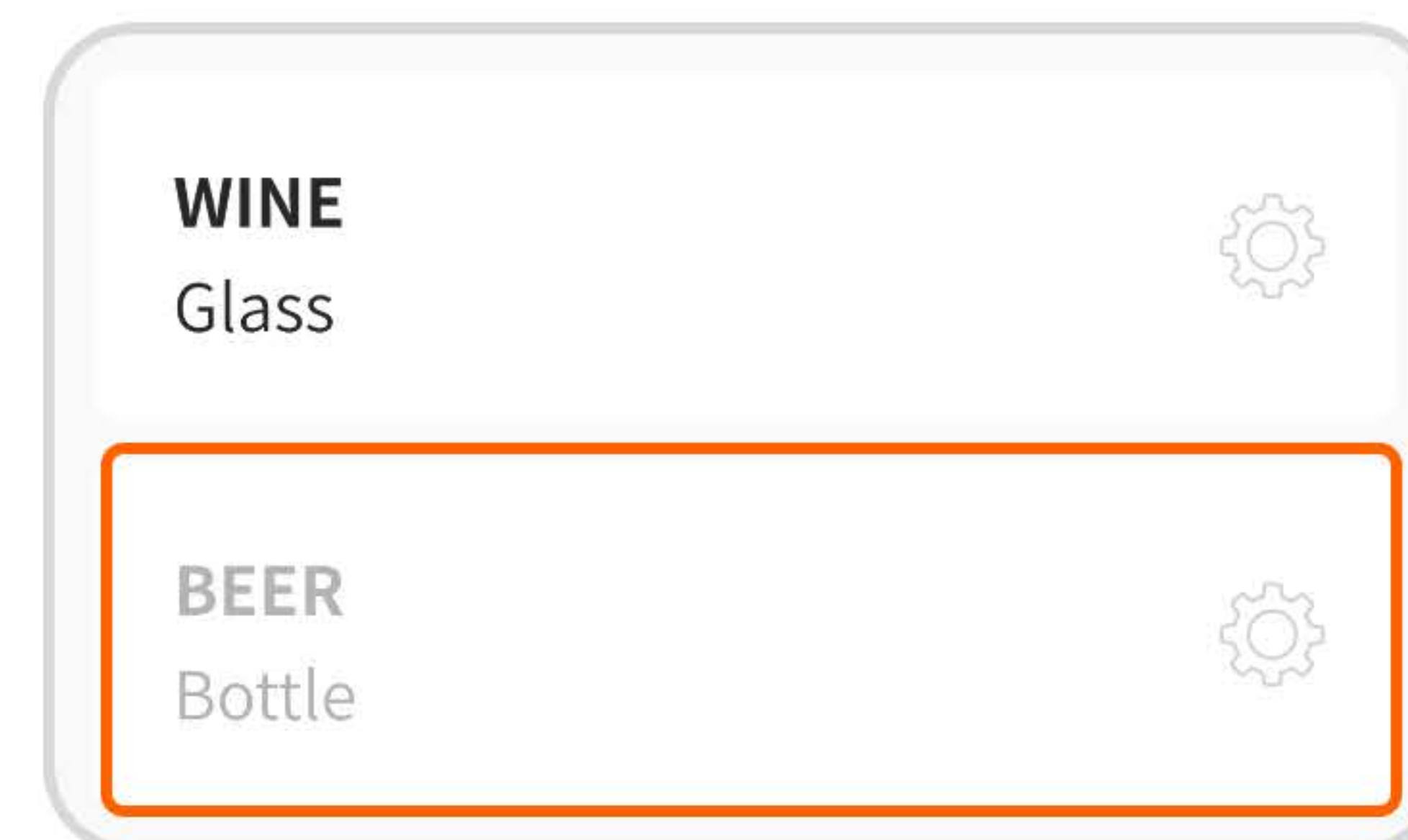
Select the **Add** button on the Category screen



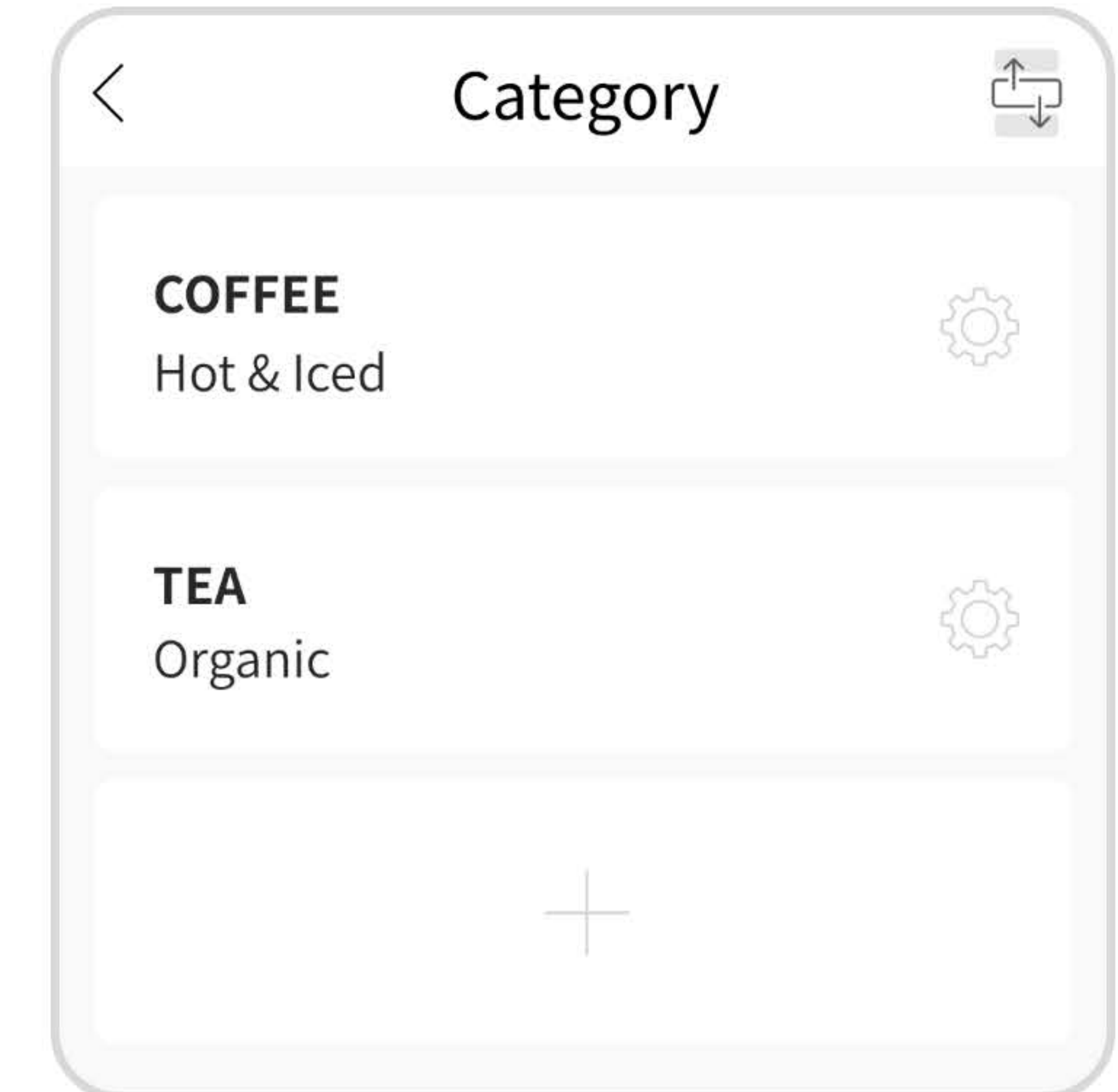
The **Category Name** and Type a **Description** and select **Save**



If you turn the **Hide Switch ON**  
It's blurred in the admin app,  
I can't see it in the ordering app.



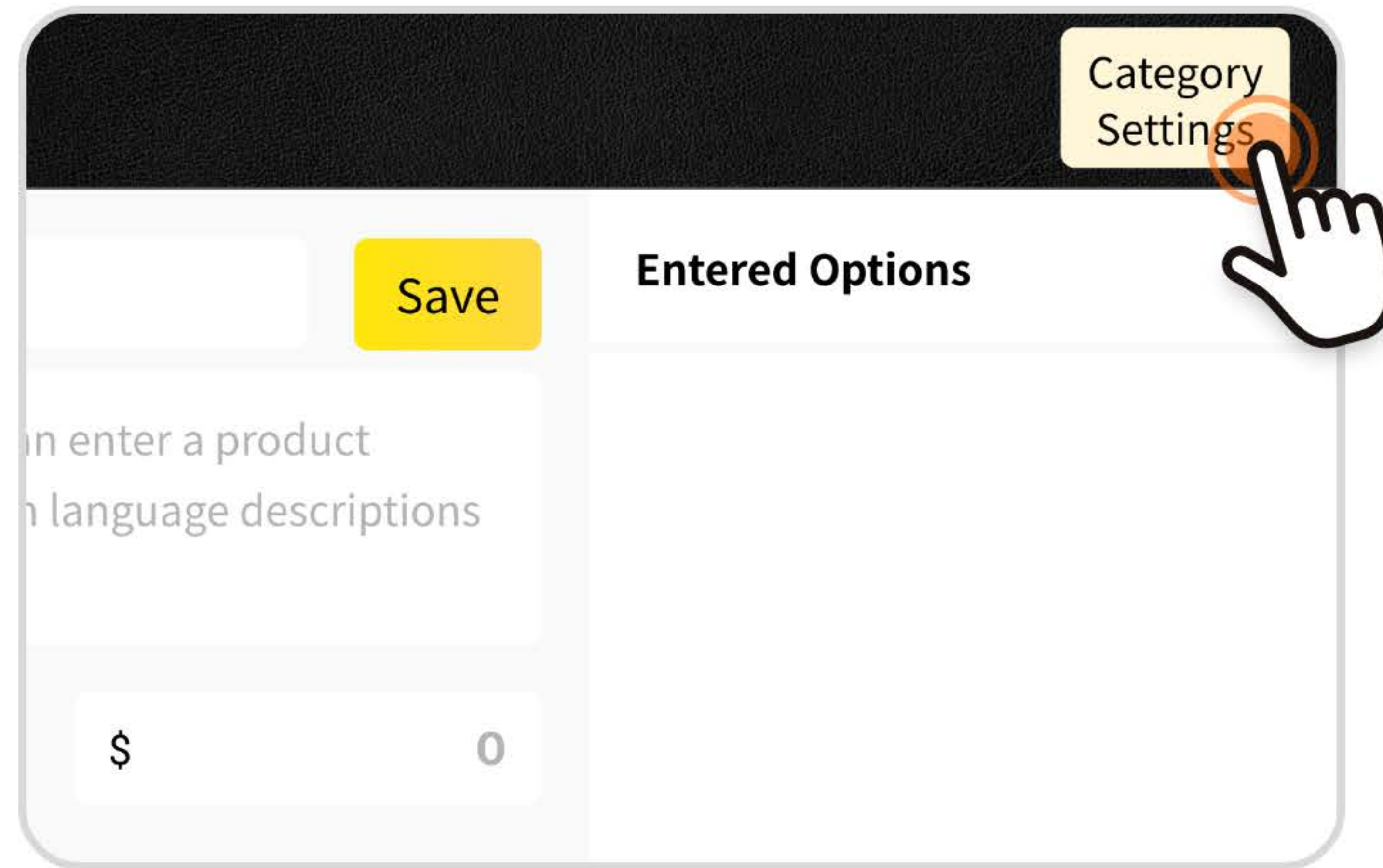
Check the categories you added



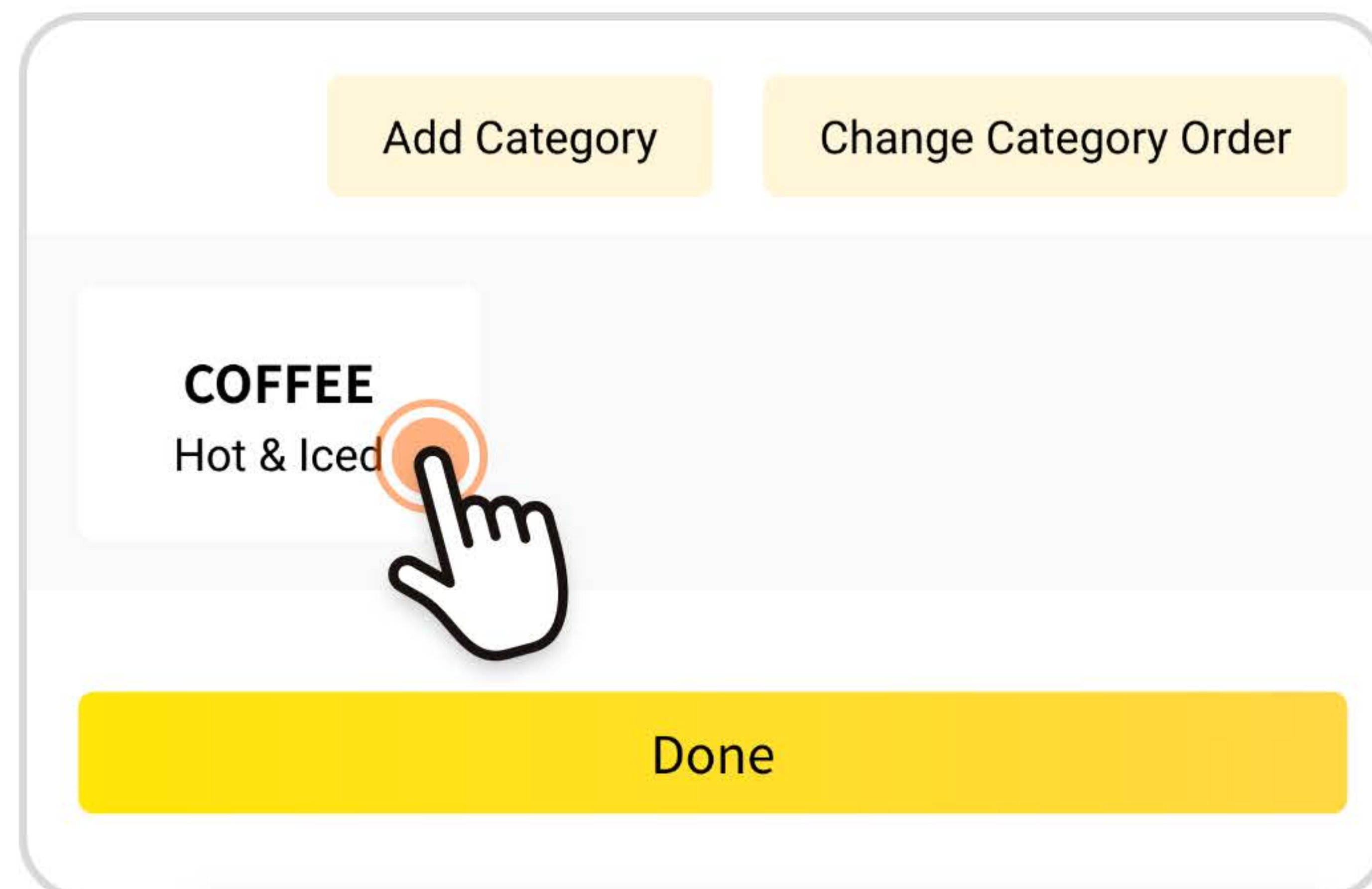


## 2-2. Modify/Delete Categories (Tablet PC)

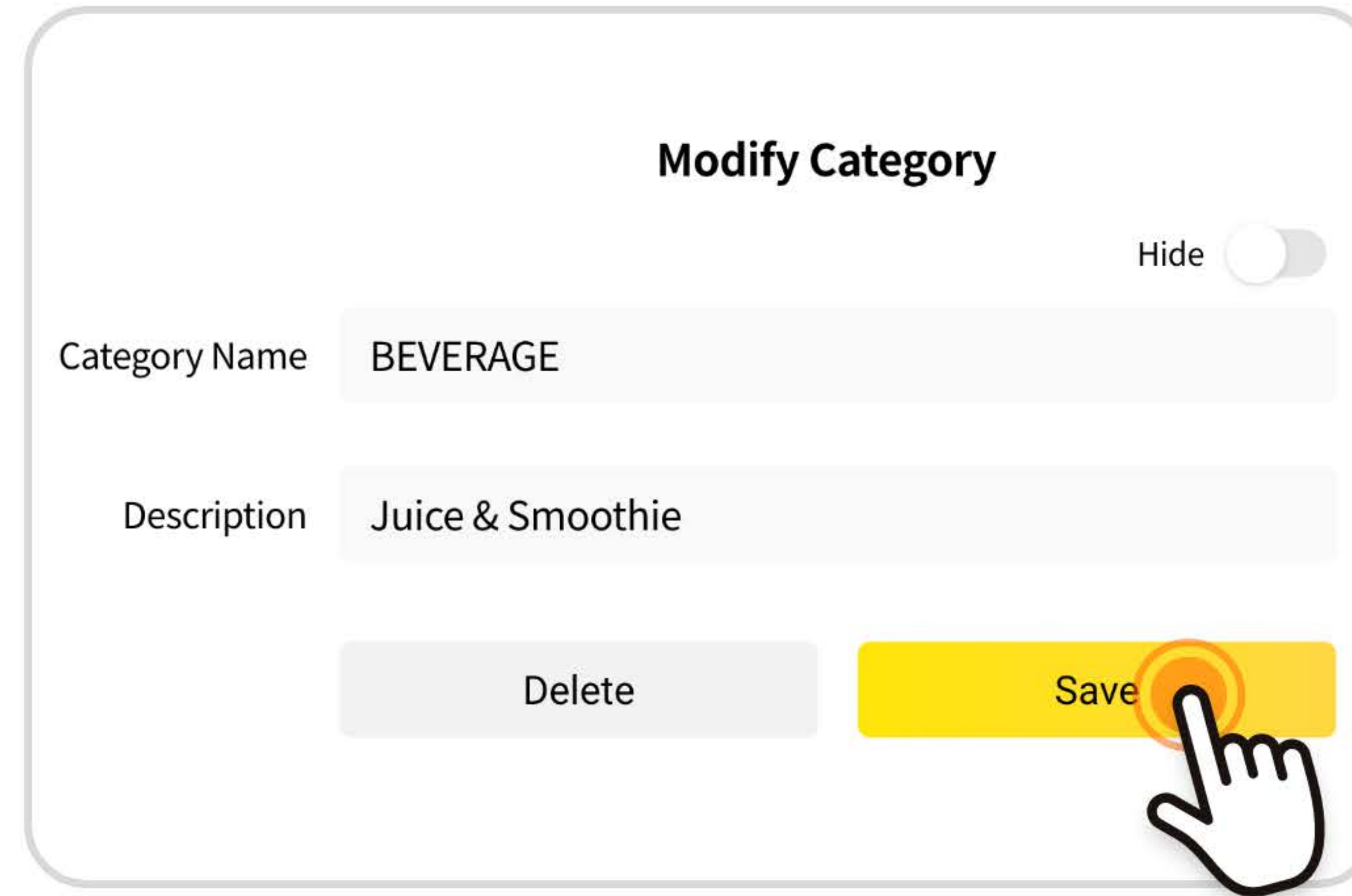
In Menu Management,  
select **Category Settings**



Select **Category**

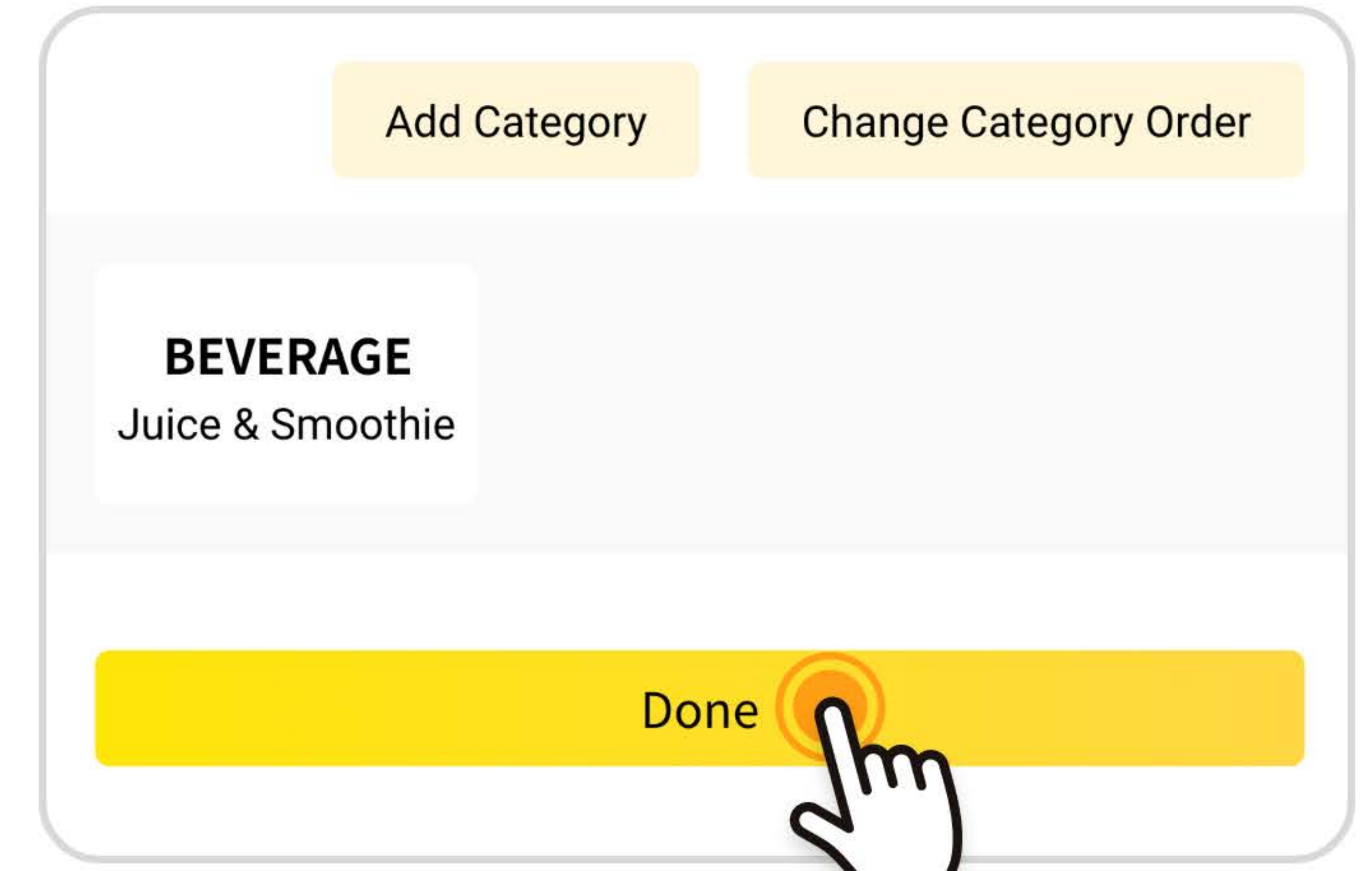


Modify Category Name/  
Description and select **Save**



※ Deleting will remove all menus in  
that category and cannot be  
recovered.

Check revised/deleted categories  
and select **Done**

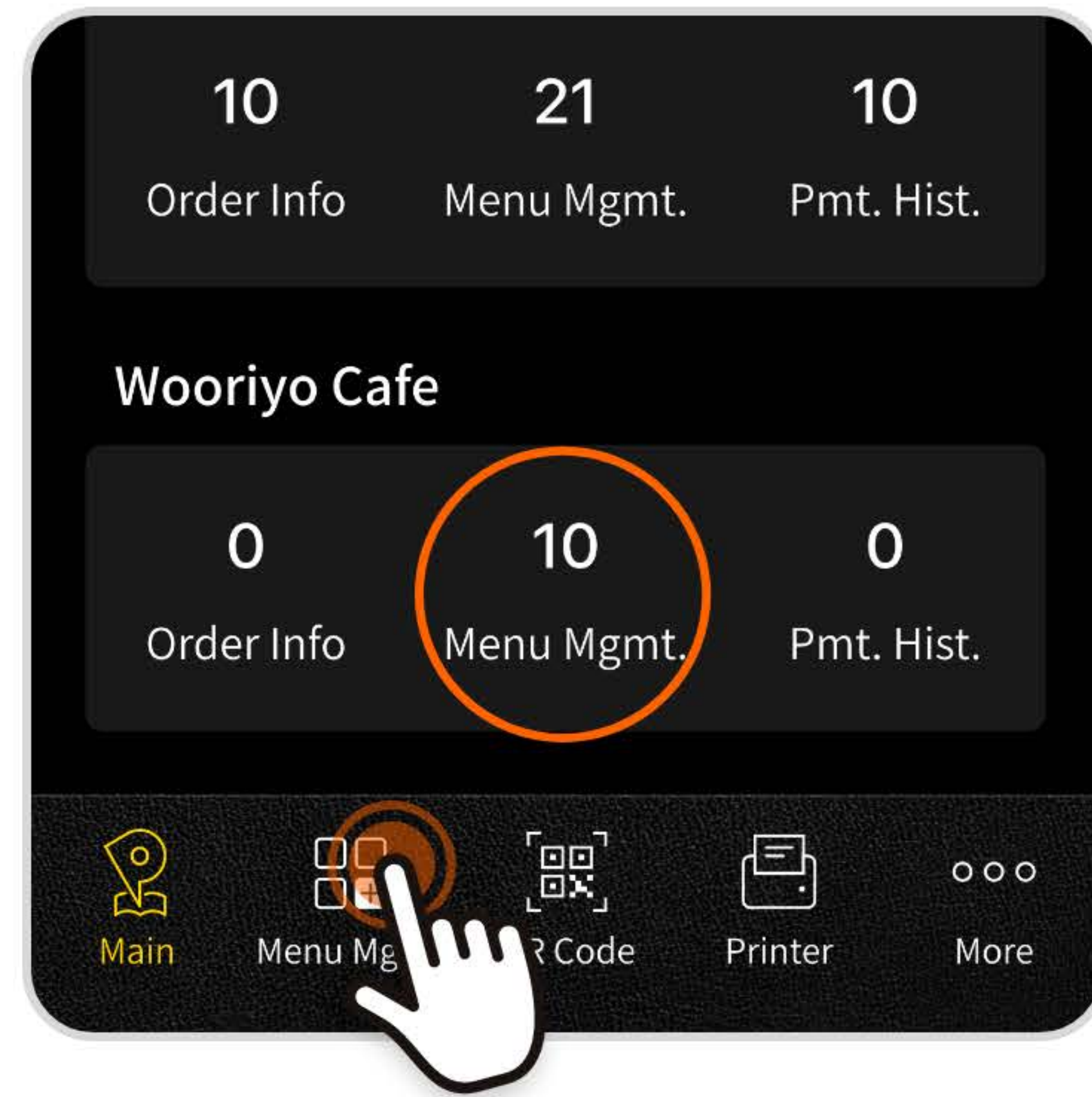




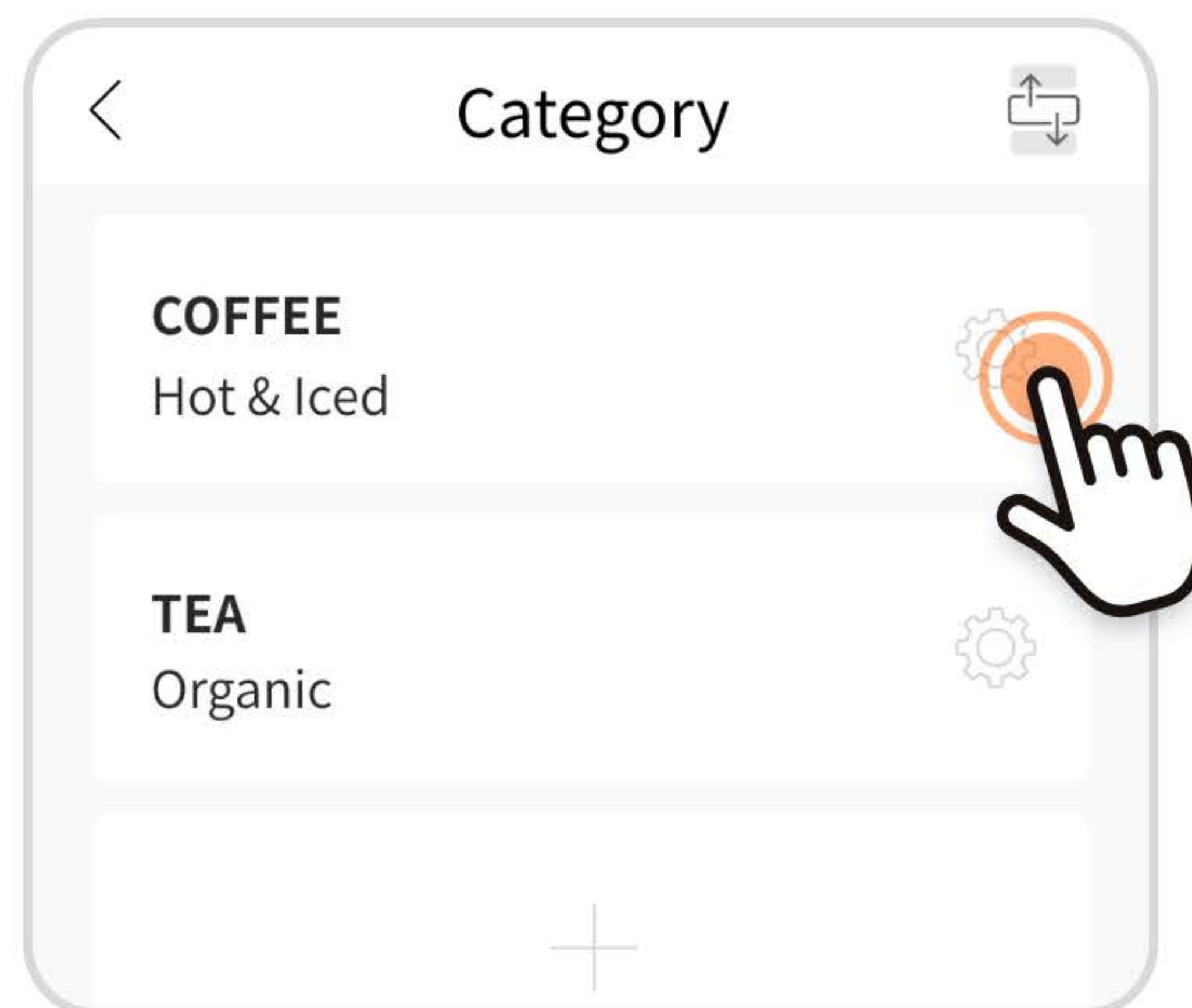
## 2-2. Modify/Delete Categories(Smartphone)

Mgmt. App

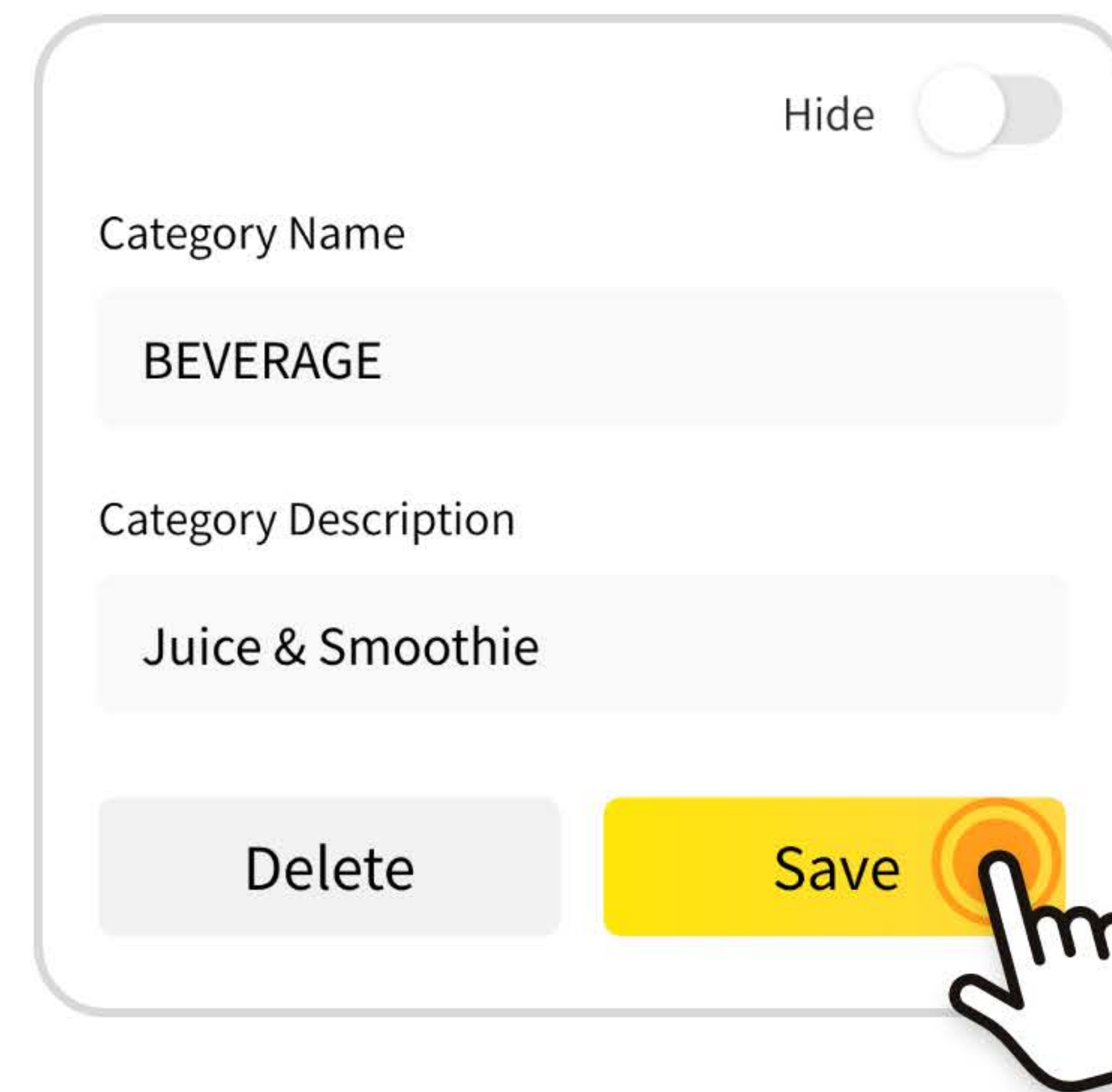
On the main screen, tap **Menu Mgmt** and choose a store



Select the **Cog Icon**

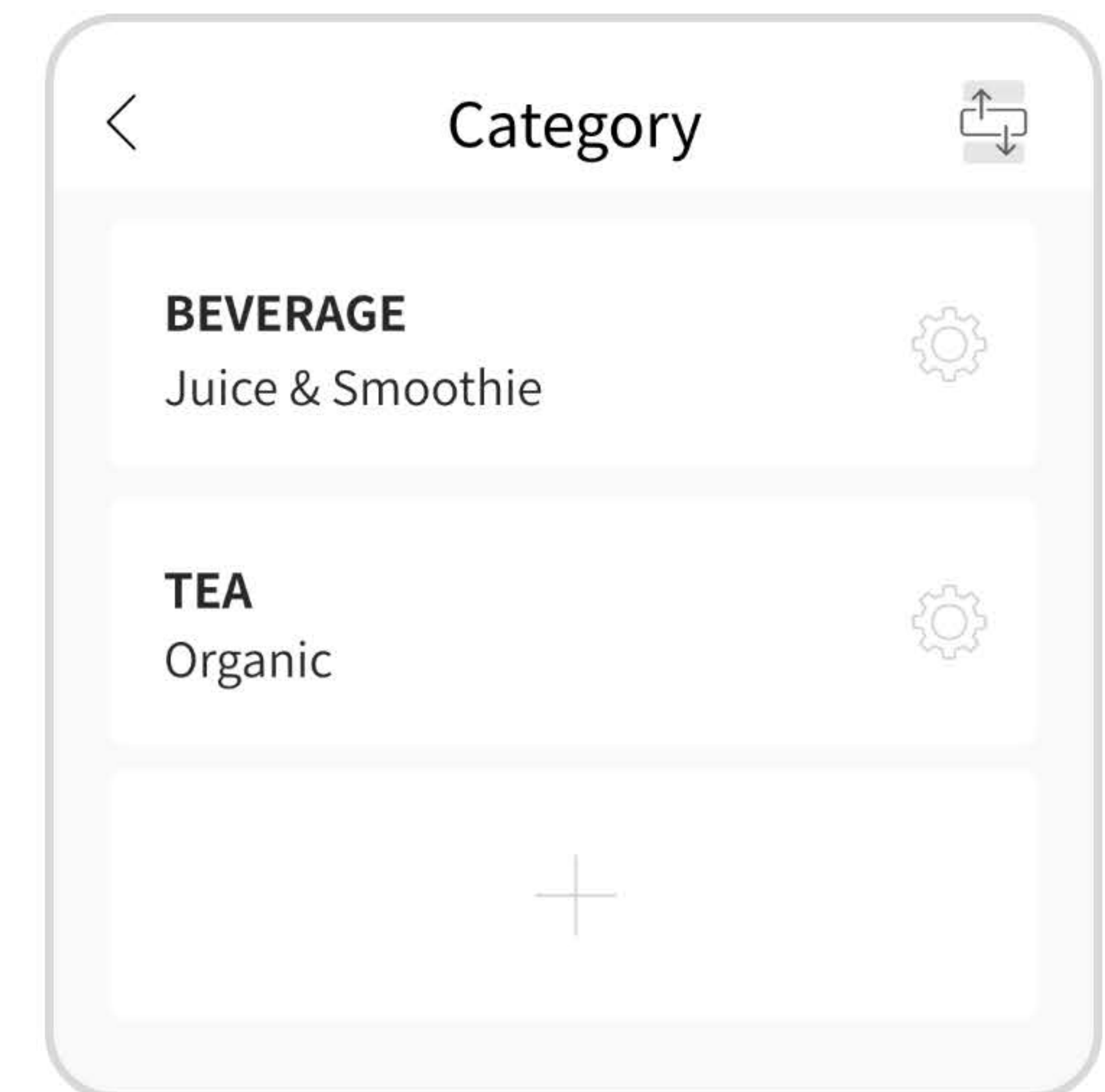


**Modify Category Name/Description** and select **Save**



※ Deleting will remove all menus in that category and cannot be recovered.

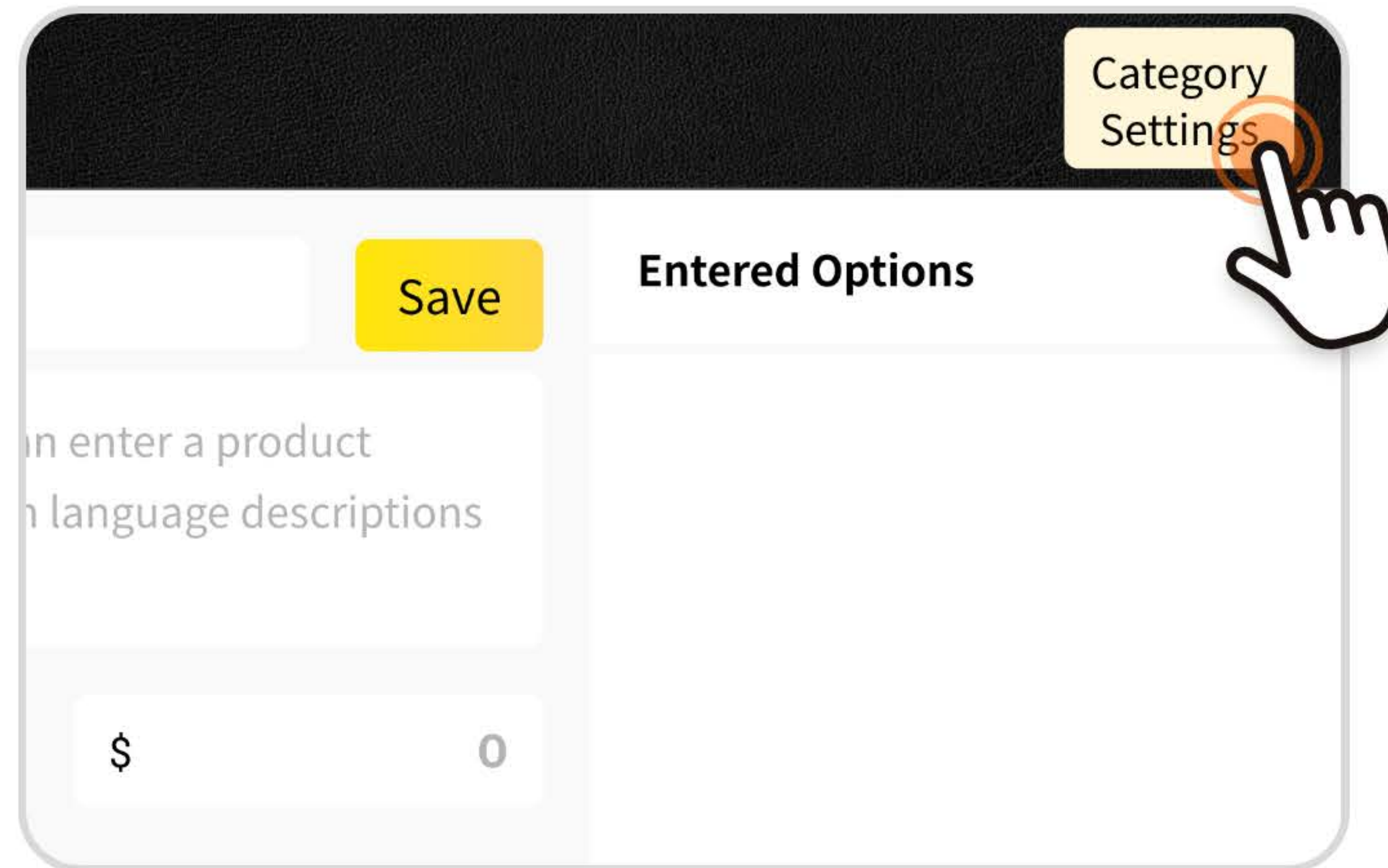
Check revised/deleted categories



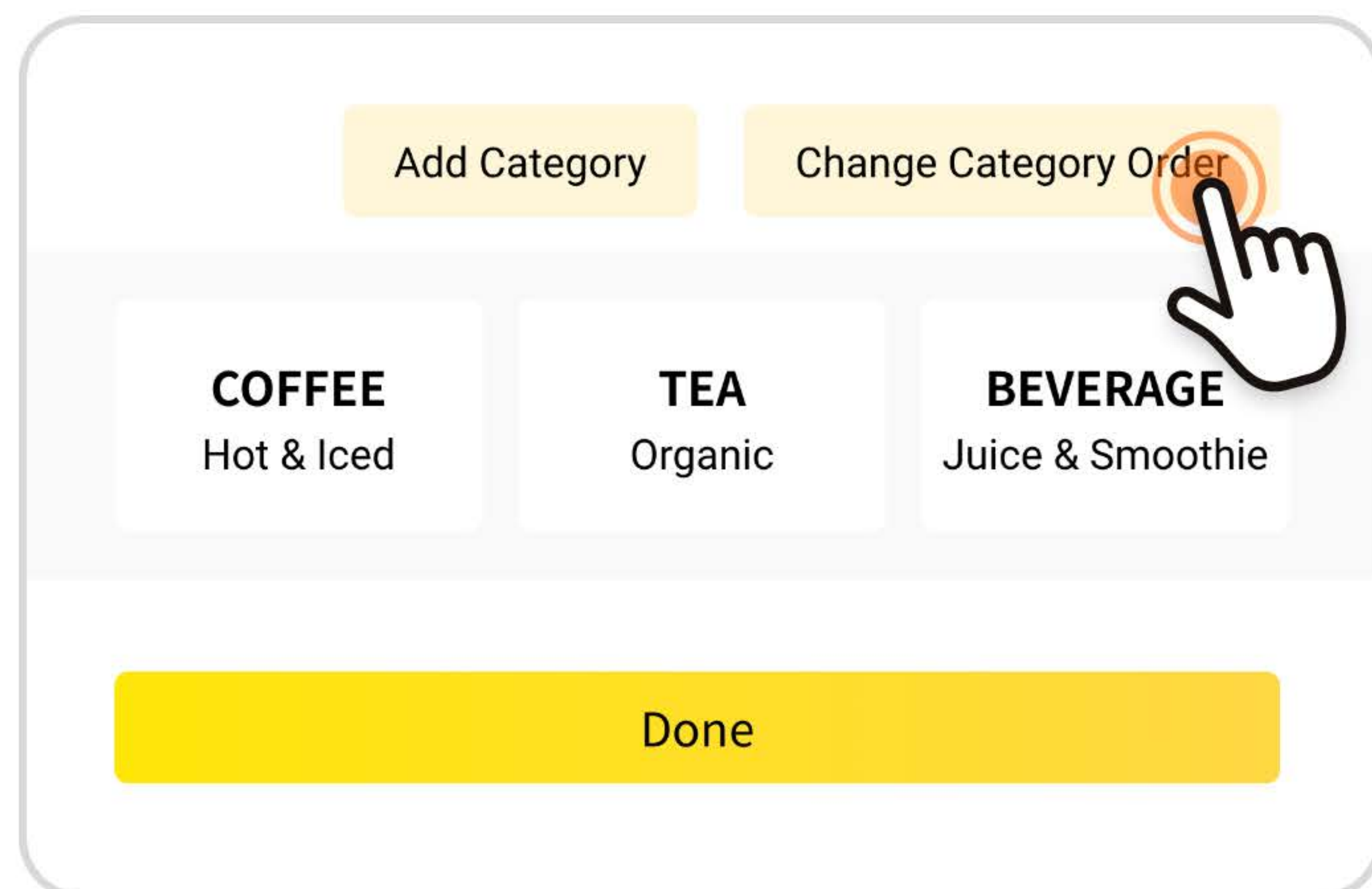


## 2-3. Change Category Order (Tablet PC)

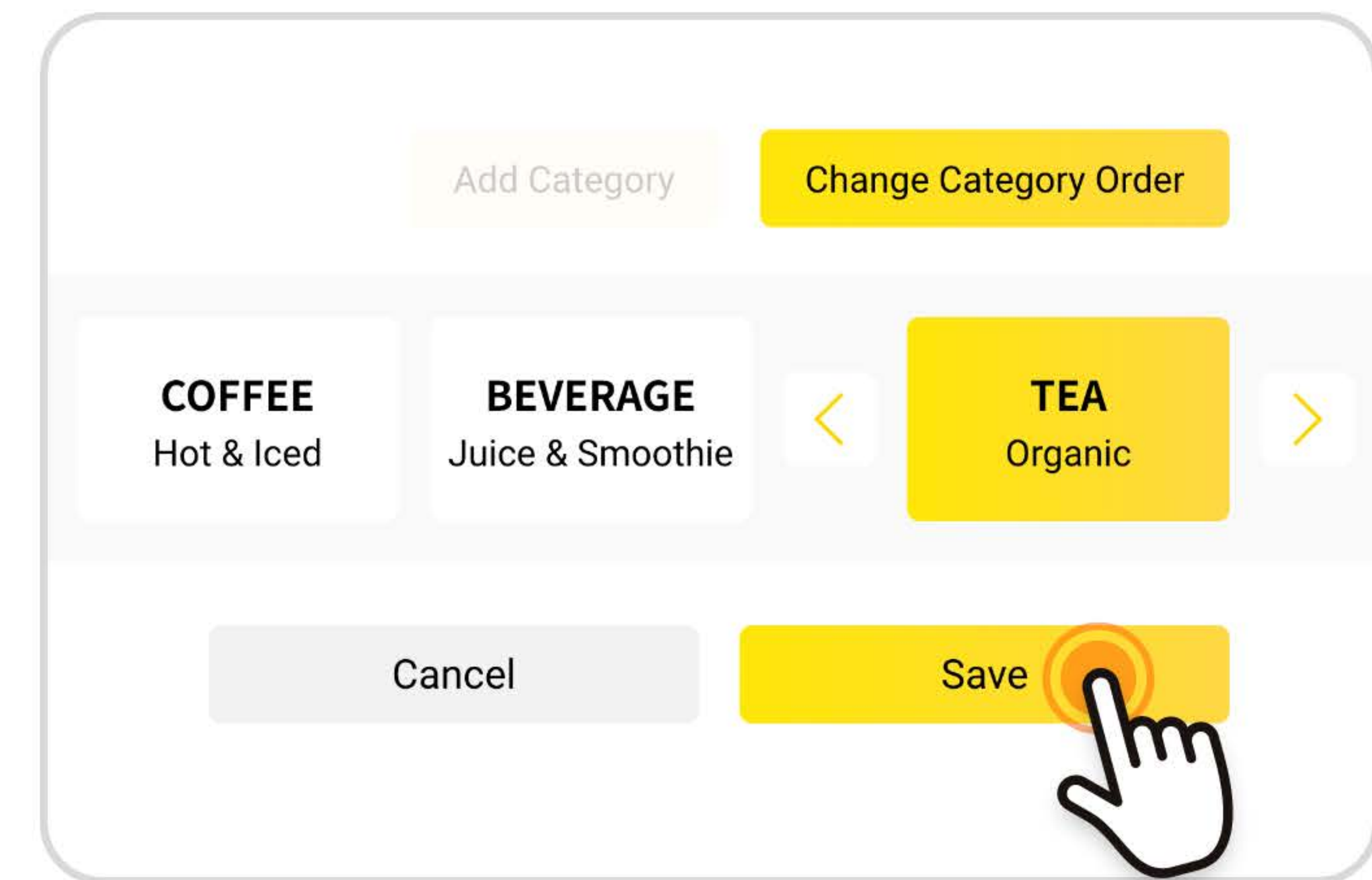
In Menu Management,  
select **Category Settings**



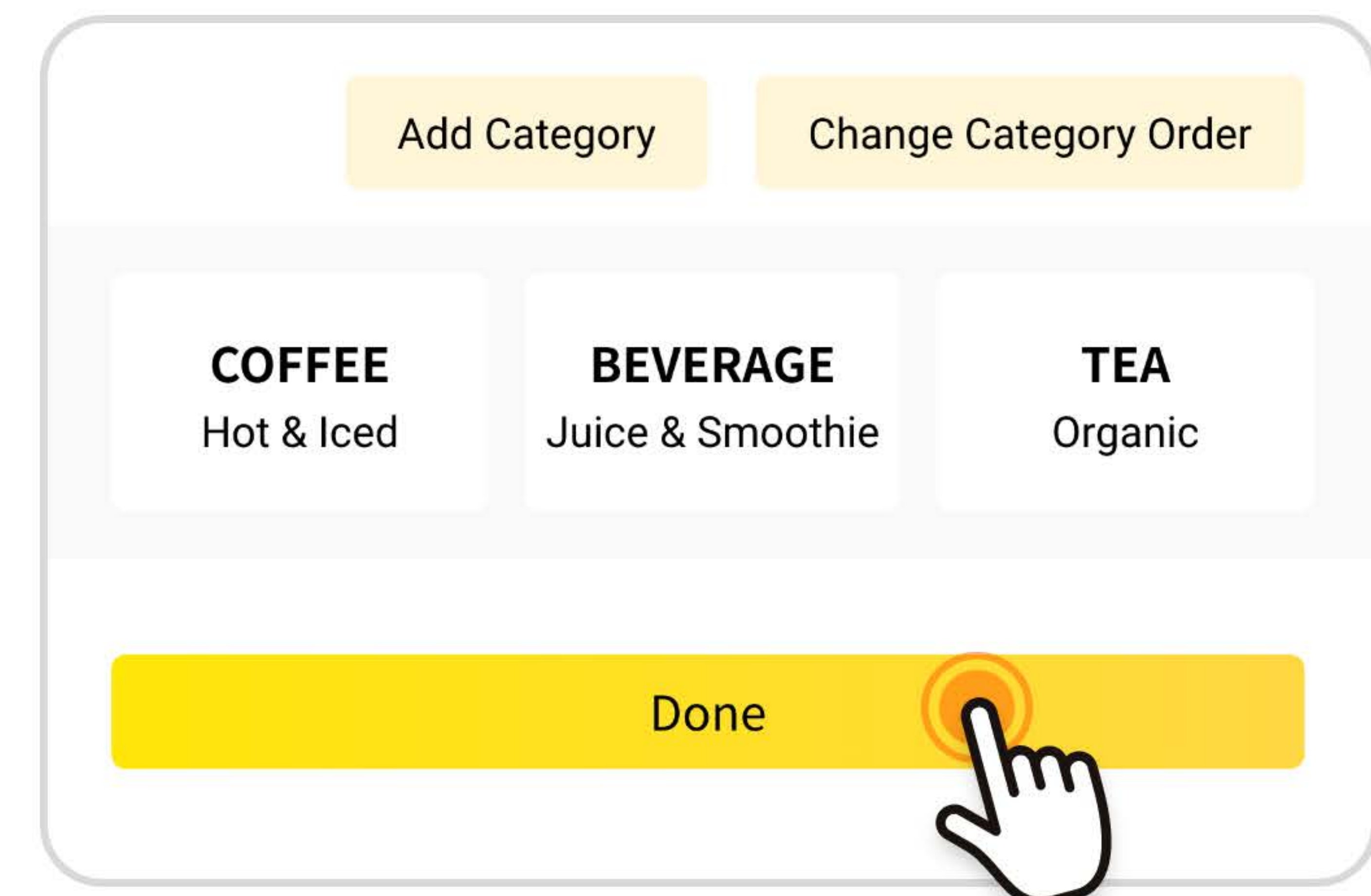
Select **Change Category Order**



Select a **Category** and use the **Left, Right Buttons**  
to go to the desired location. Then, select **Save**



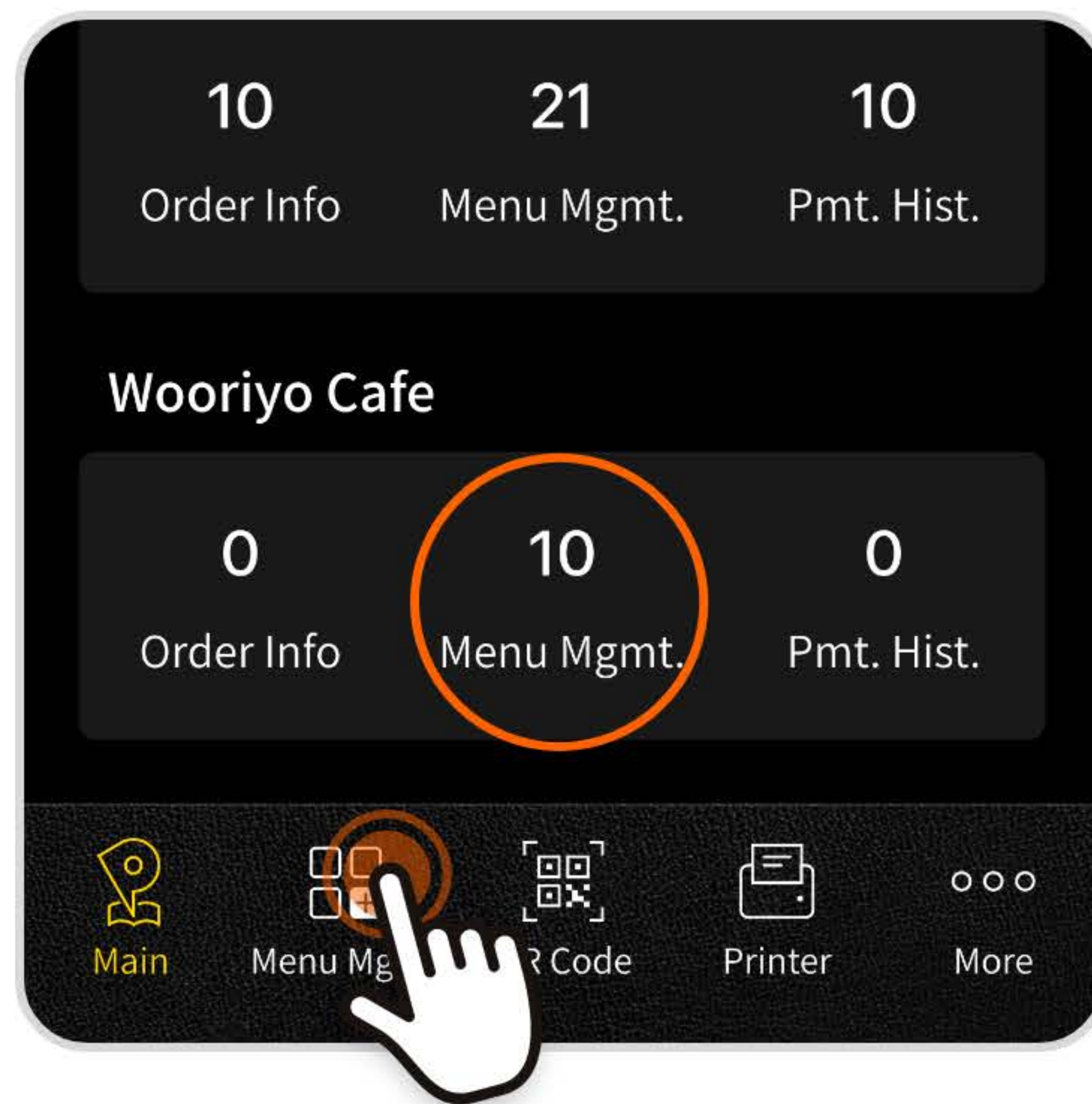
Check the ordered categories and select **Done**



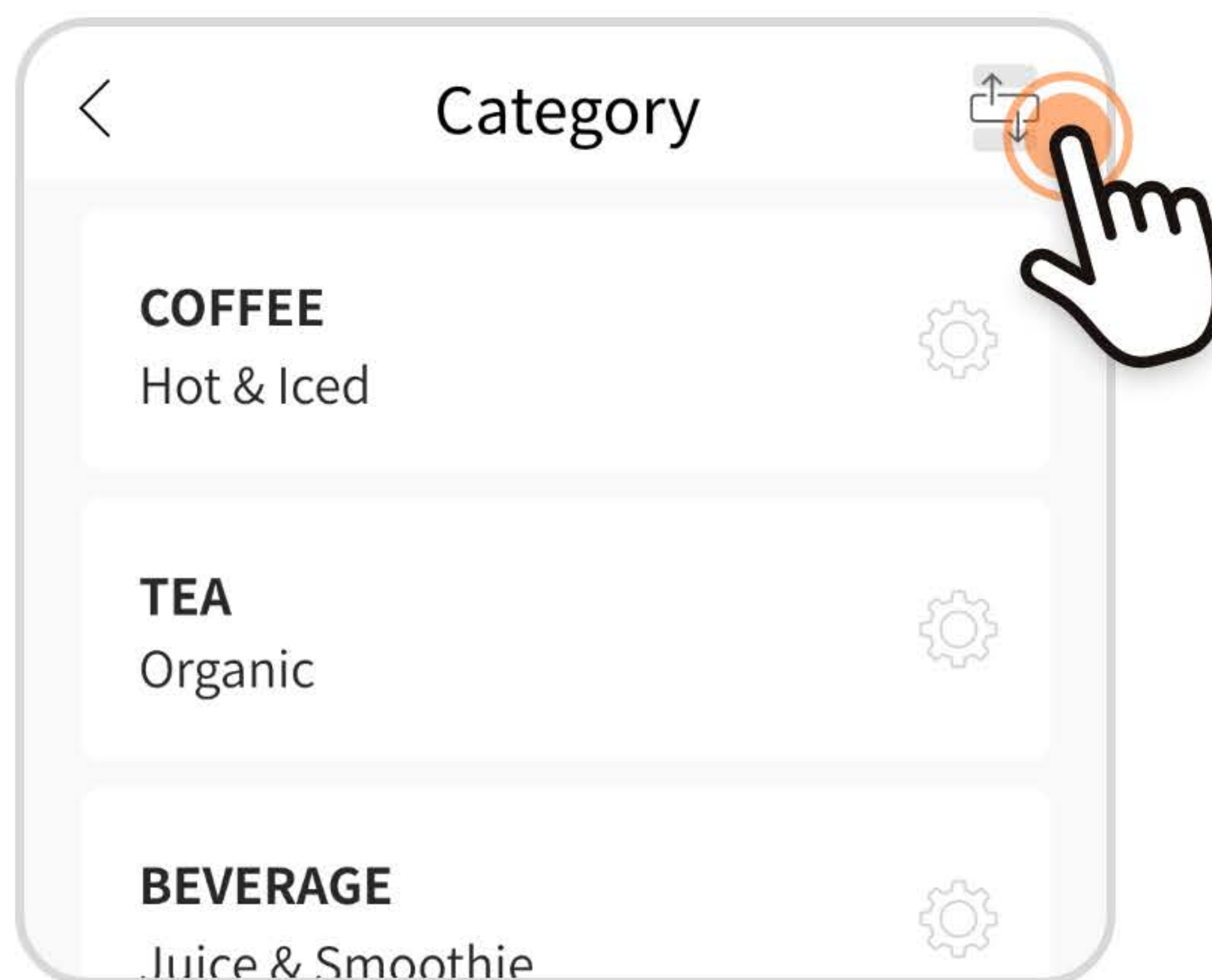


## 2-3. Change Category Order(Smartphone)

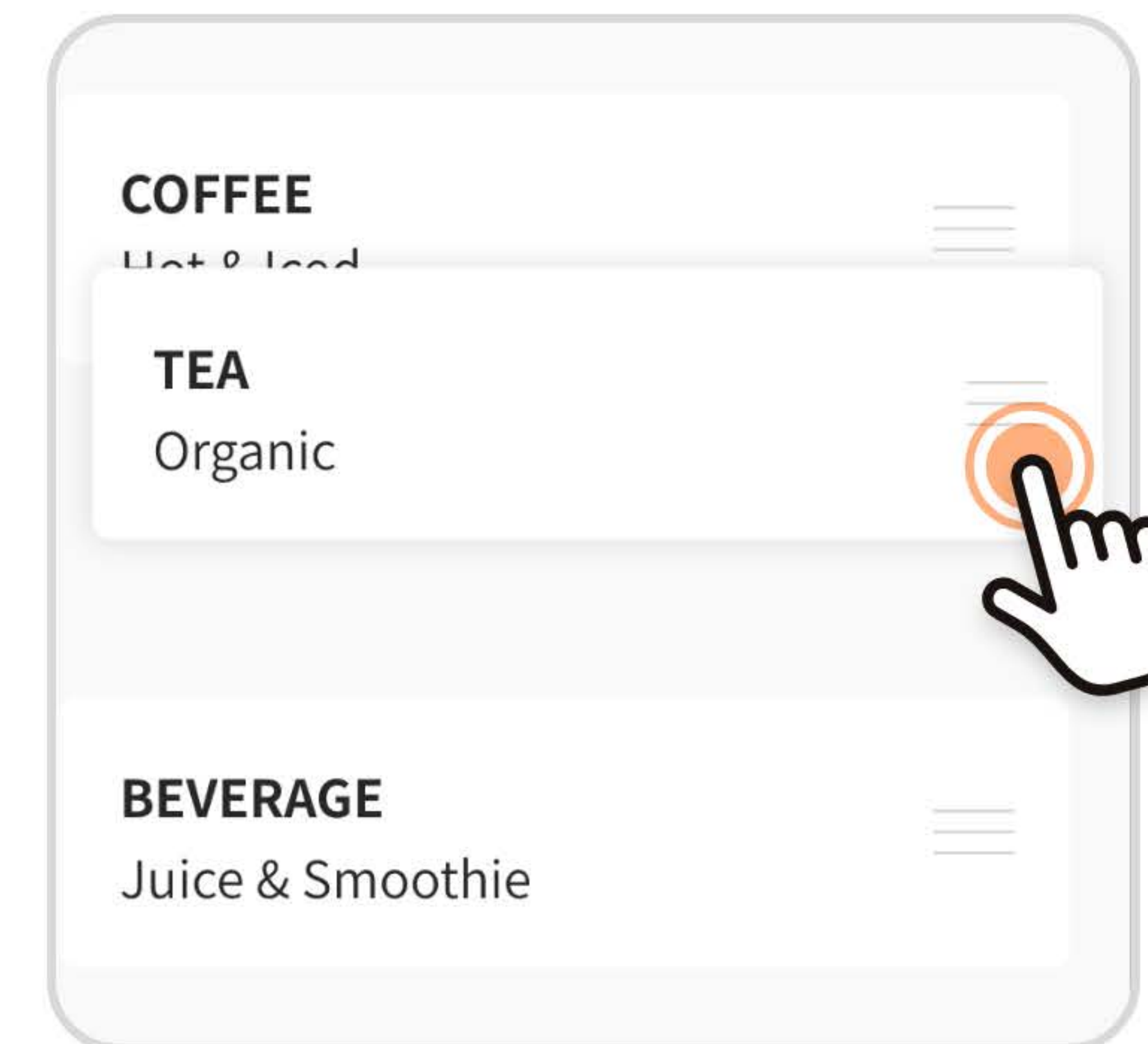
On the main screen, tap **Menu Mgmt** and choose a store.



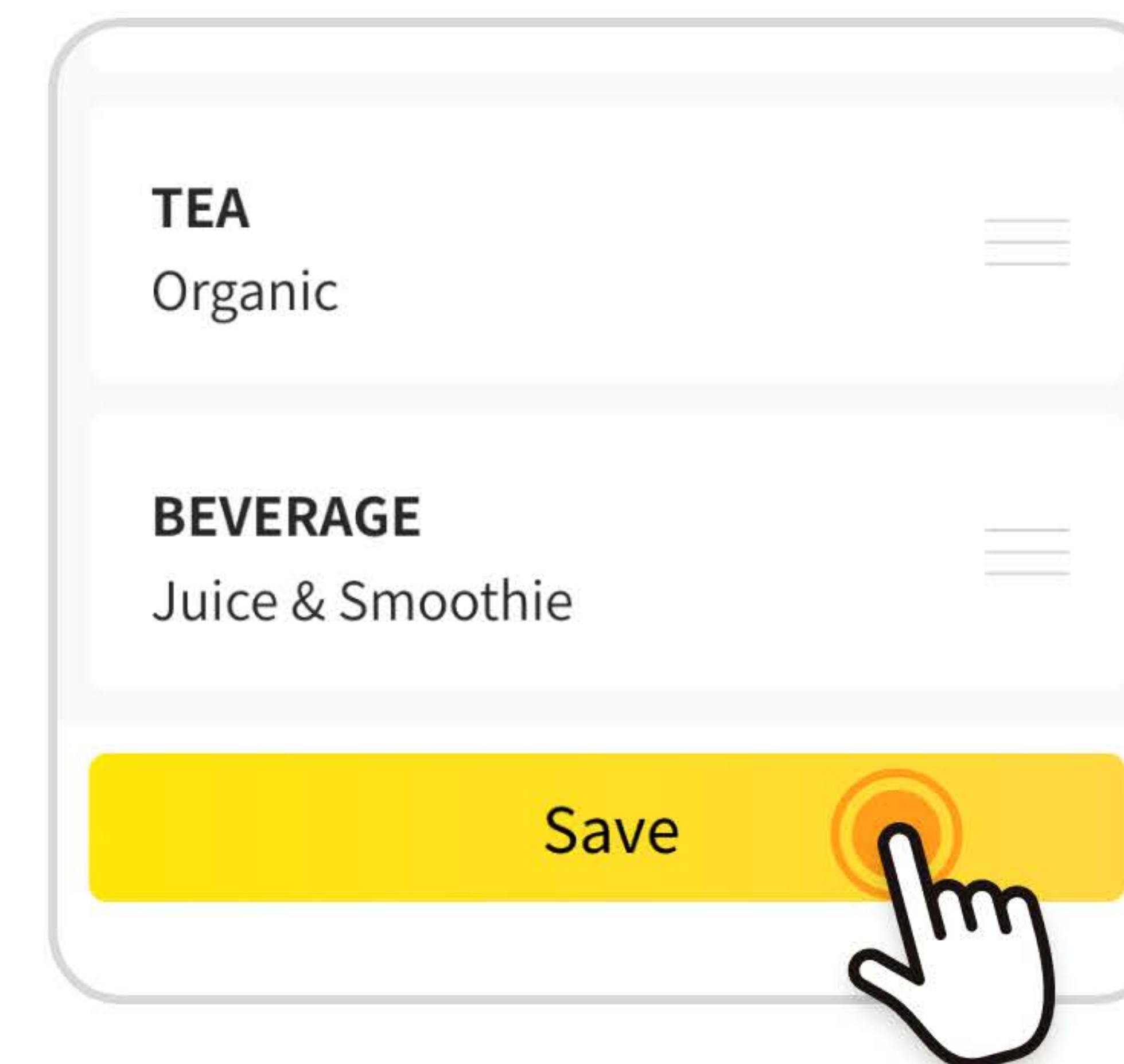
Select the **Change Order Icon**



Drag to the desired location to **Change the Order**



Check the ordered categories and select **Save**





# 3. Set Menu

**Tip** Stimulate your customers' taste buds with attractive photos and sensual explanations.

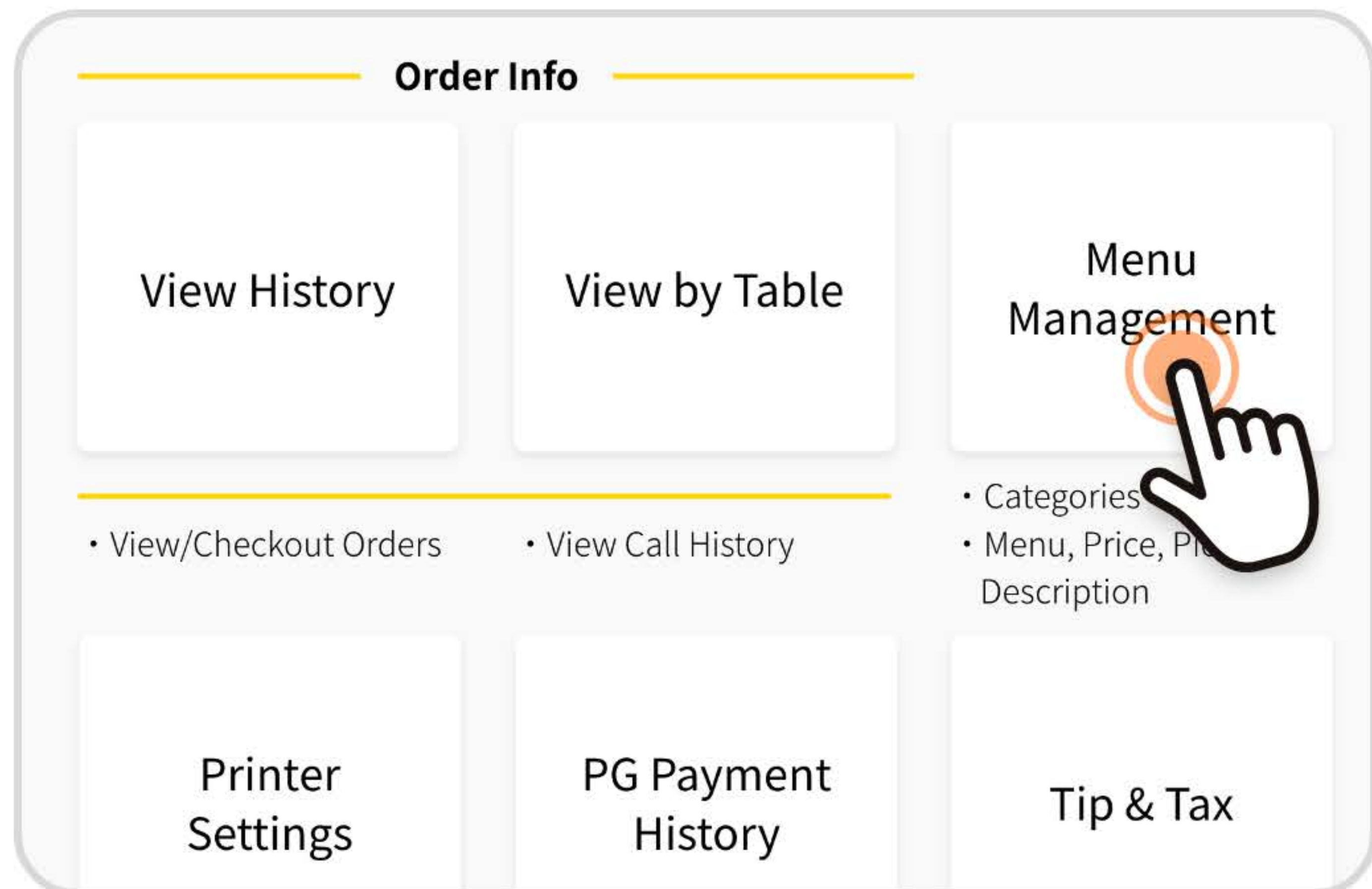
- 3-1. Add/Modify Menu
- 3-2. Add/Modify Menu Options
- 3-3. Change Menu Order
- 3-4. Delete Menu



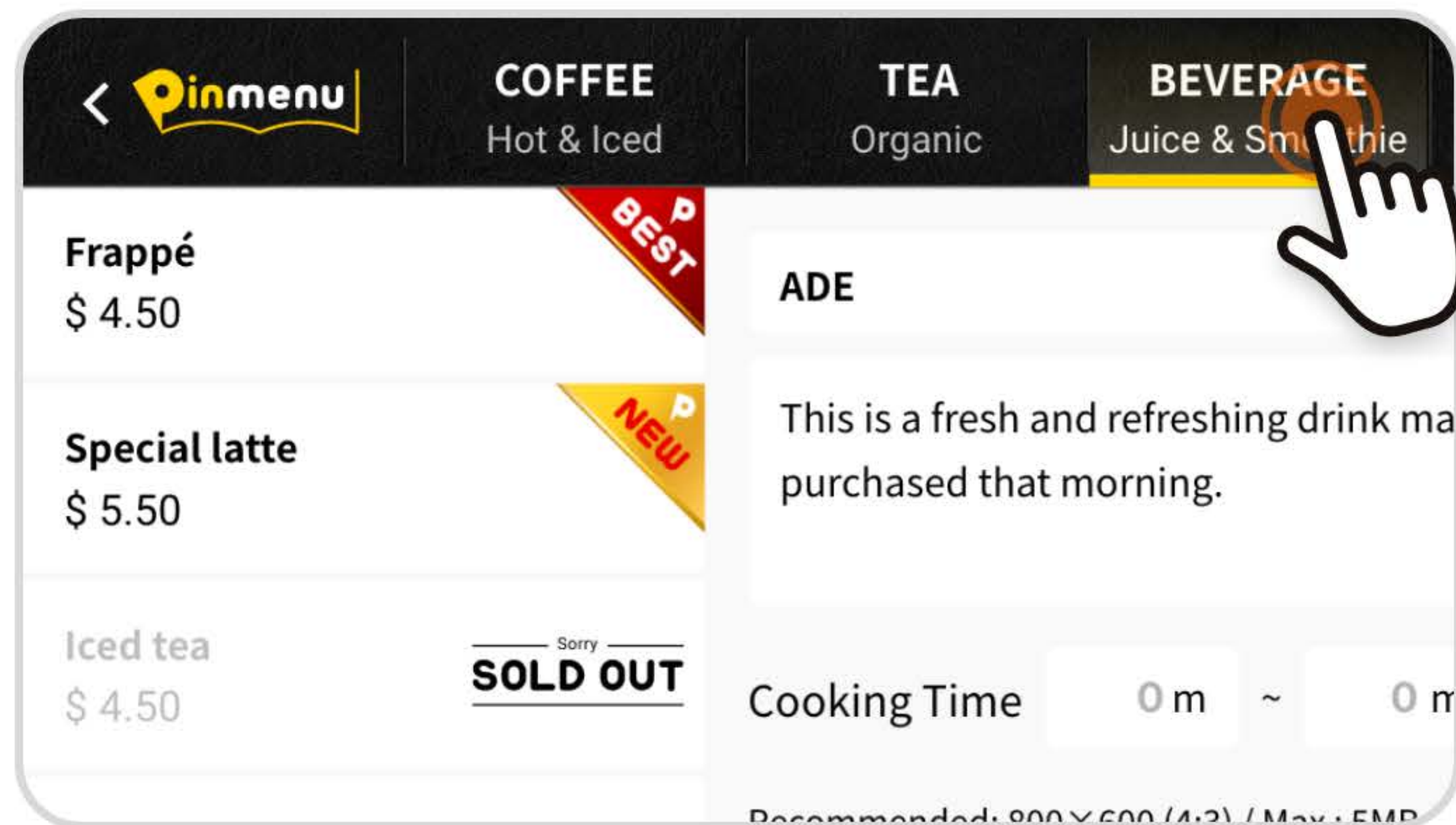
# 3-1. Add/Modify Menu (Tablet PC)

Mgmt. App

Select Store and select Menu Management

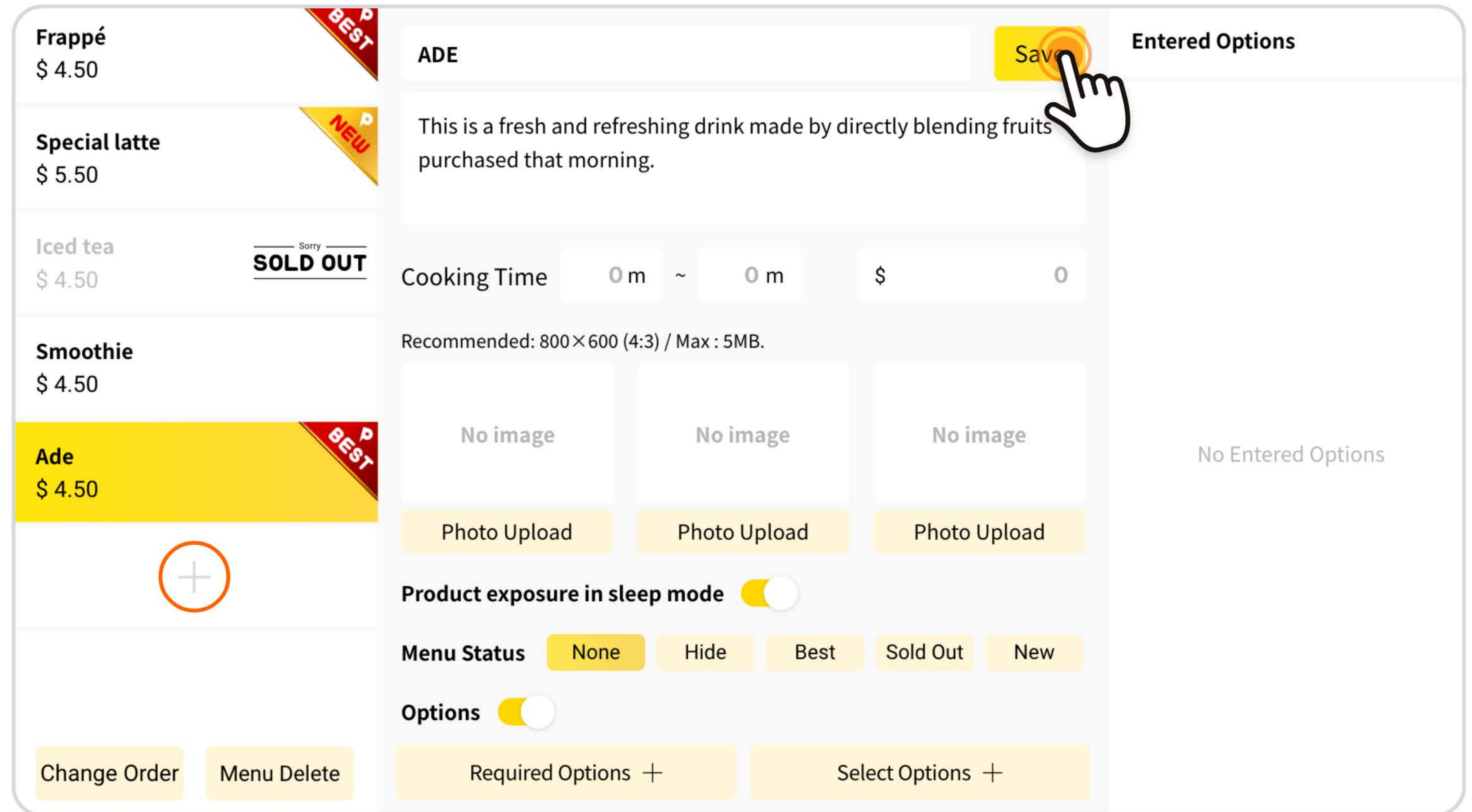


Select a Category to add/modify a menu



Enter and Modify the Details and select Save next to the menu name

※ Recommended: 800×600 (4:3) / Max : 5MB



Add Menu : Select the '+' button at the bottom of the menu list

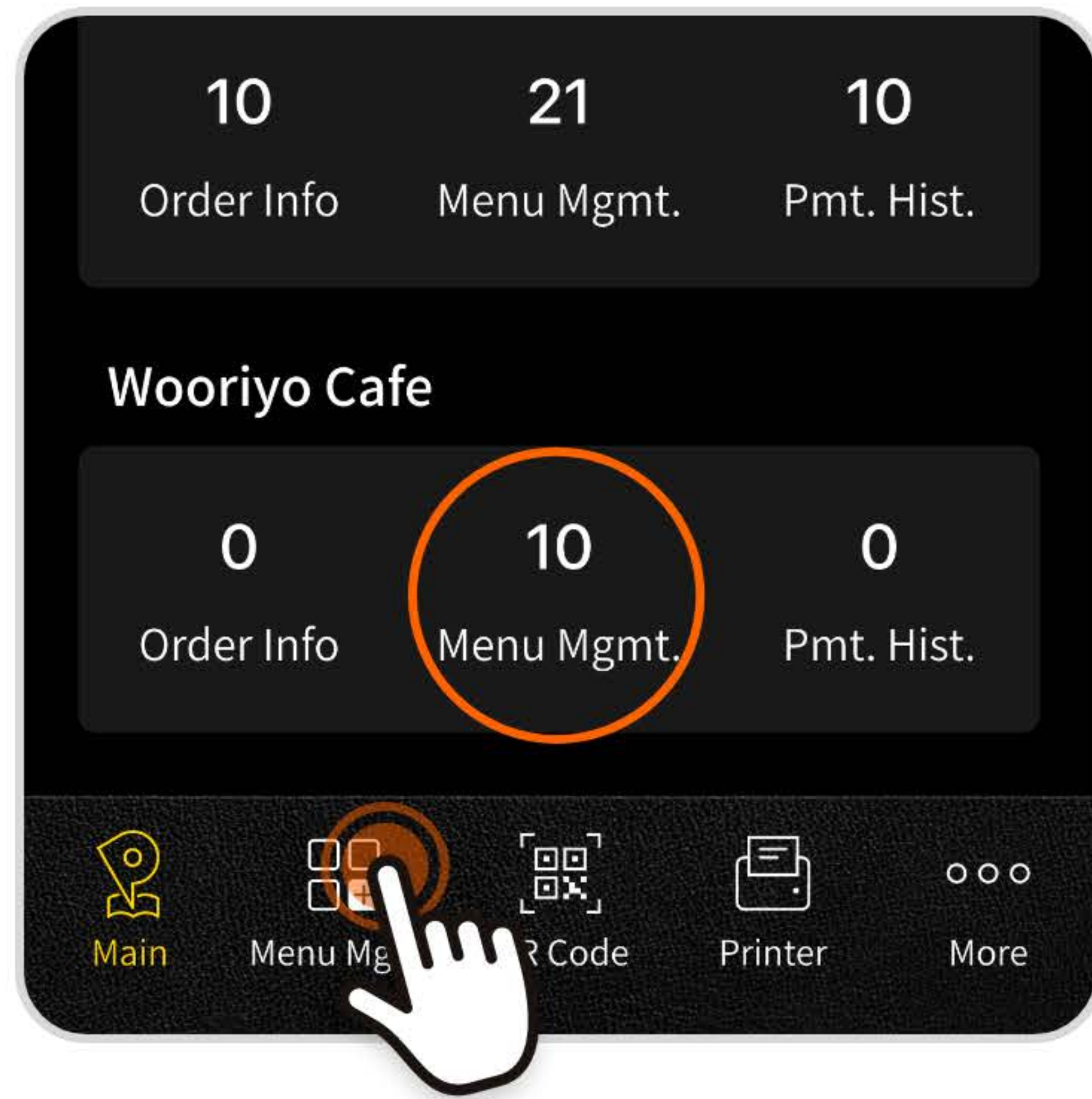
Modify Menu : Select a menu to modify from the menu list



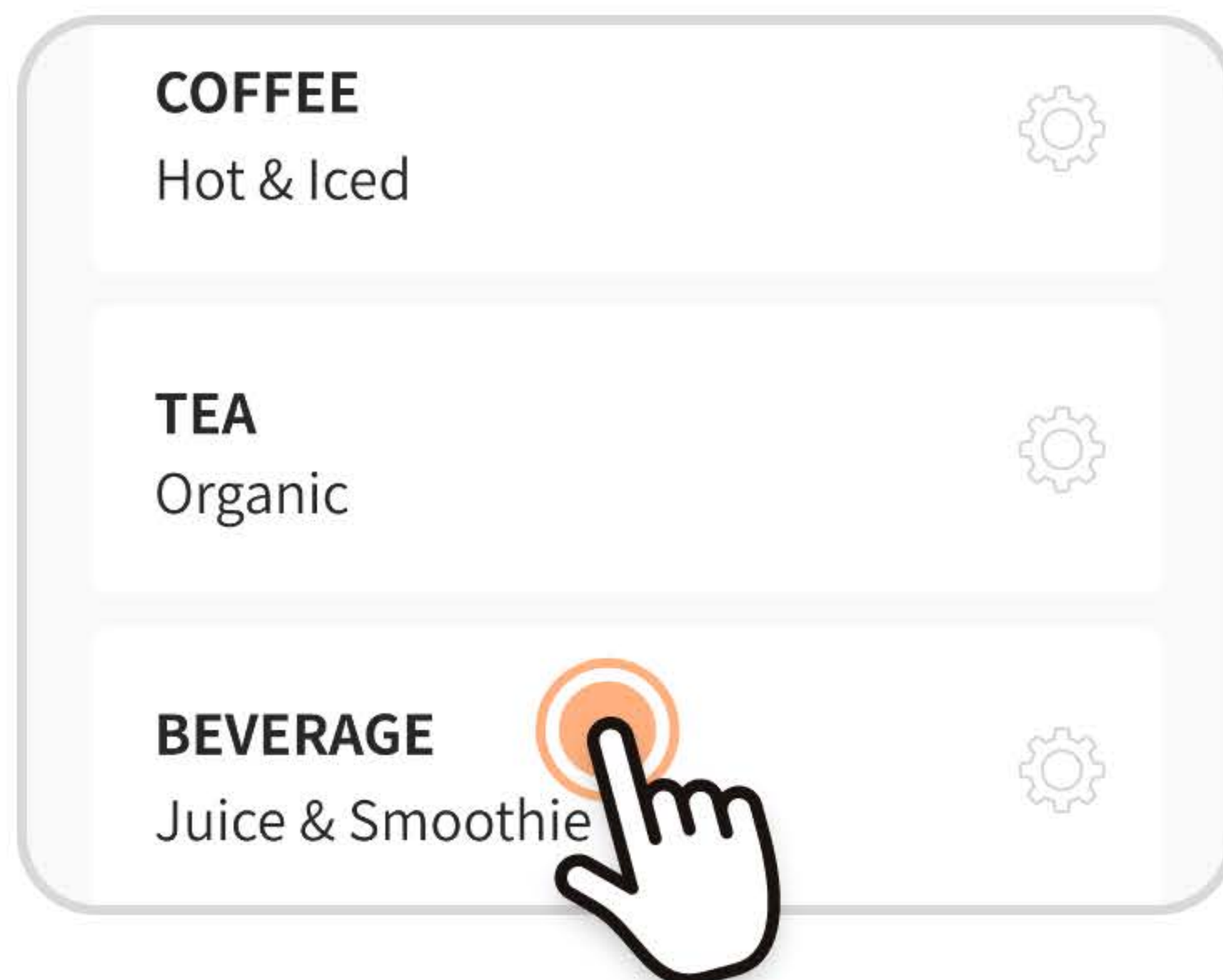
# 3-1. Add/Modify Menu(Smartphone)

Mgmt. App

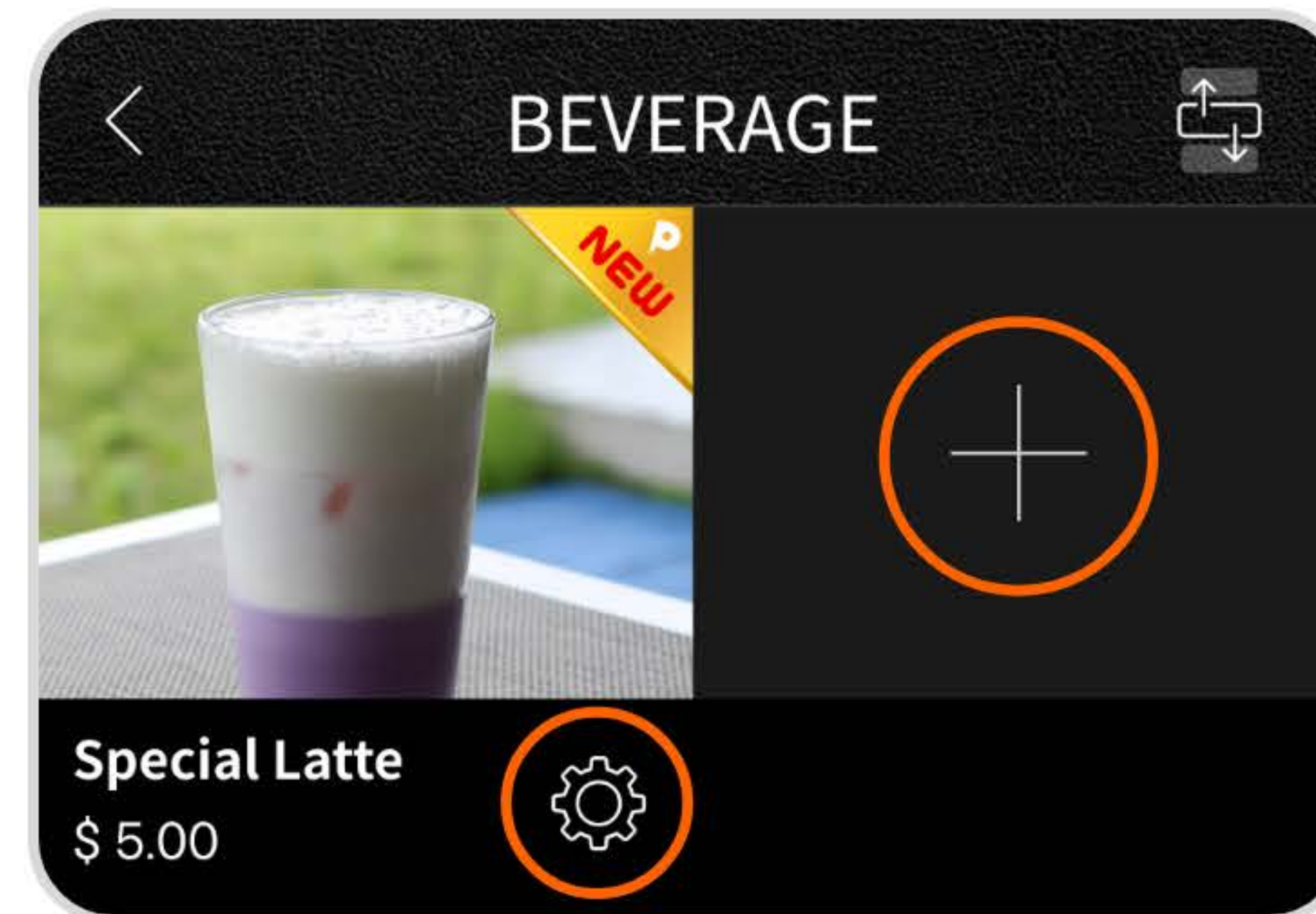
On the main screen, tap **Menu Mgmt** and choose a store



Select a **Category** to add/modify a menu

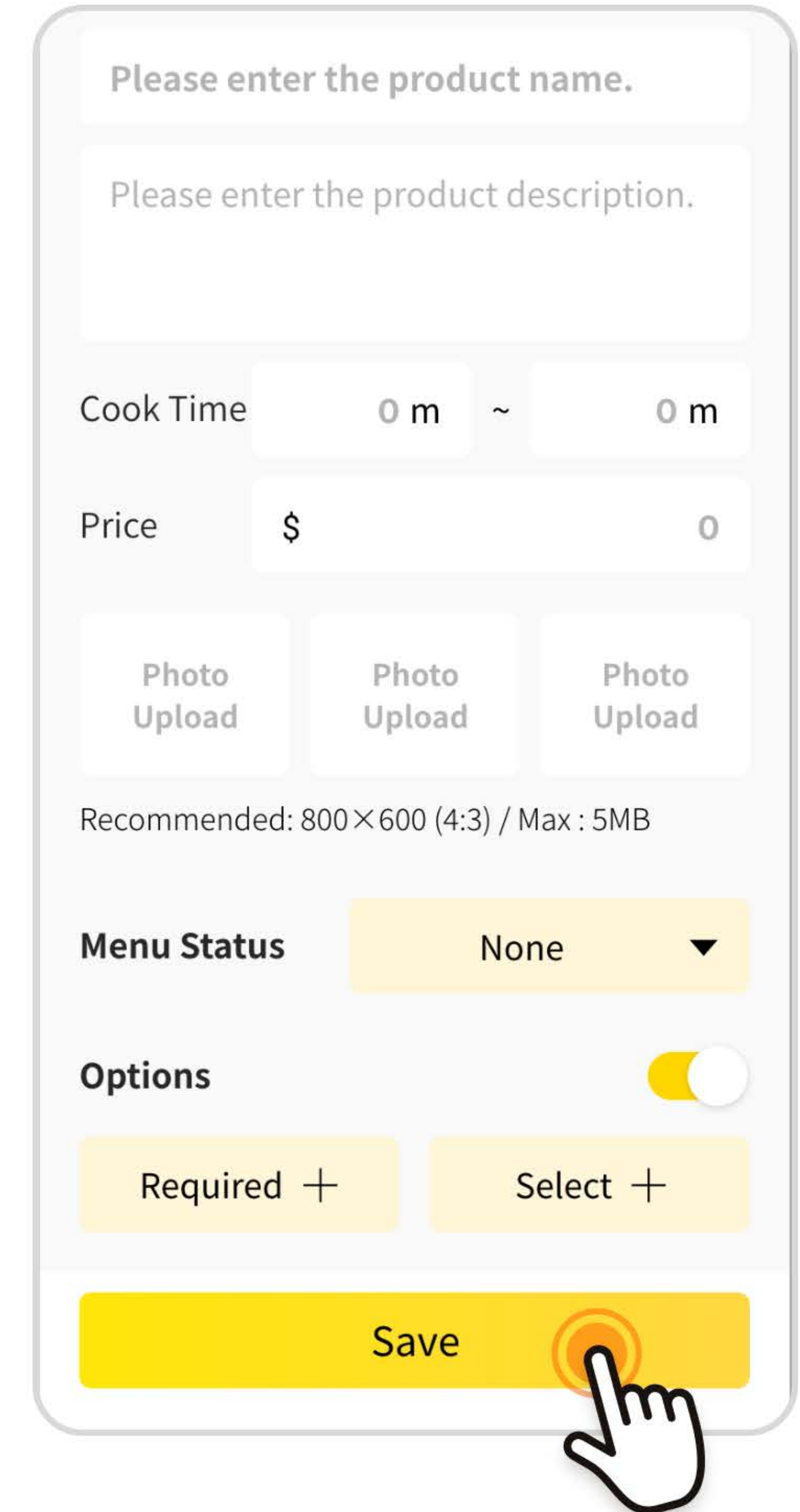


Add Menu : Select **Add** button  
Modify Menu : Select the **Cog Icon**



※ Recommended: 800×600 (4:3) / Max : 5MB

**Enter and Modify Details** and select **Save**



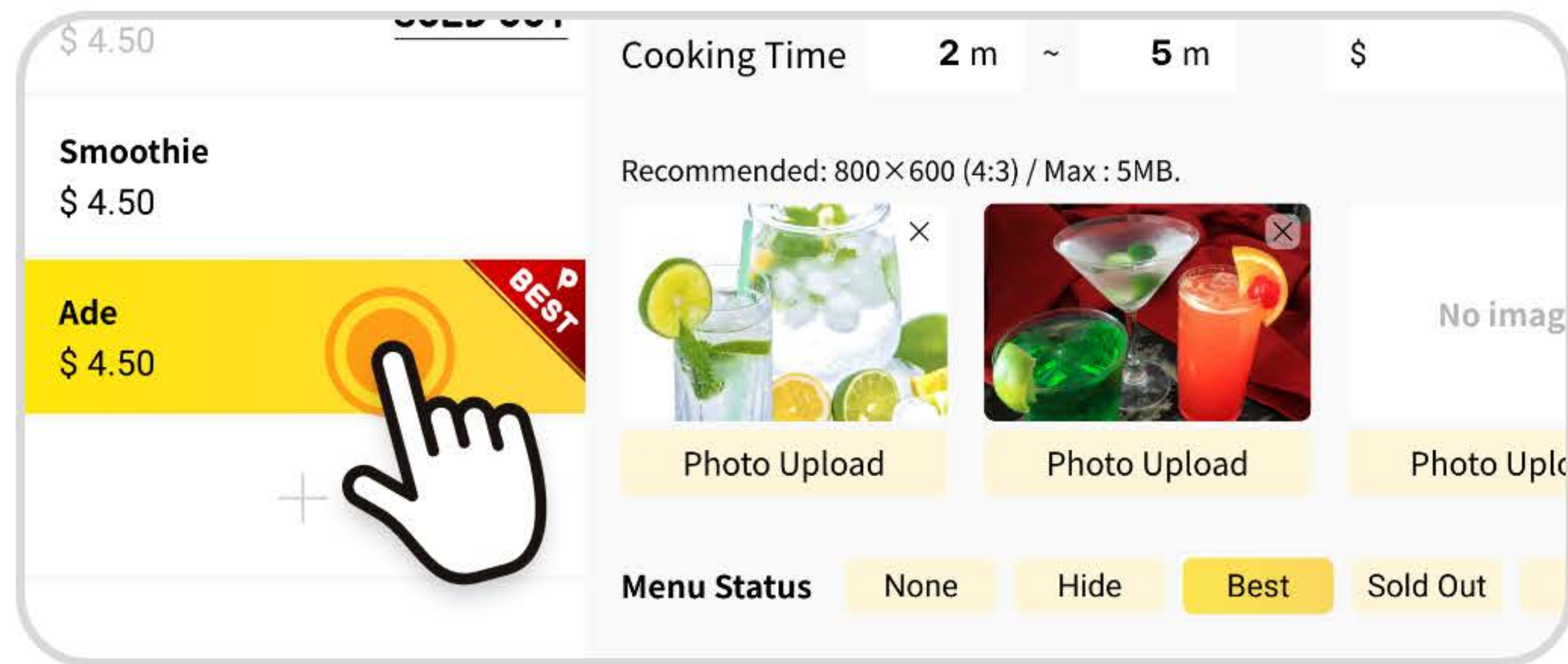


# 3-2. Add/Modify Menu Options (Tablet PC)

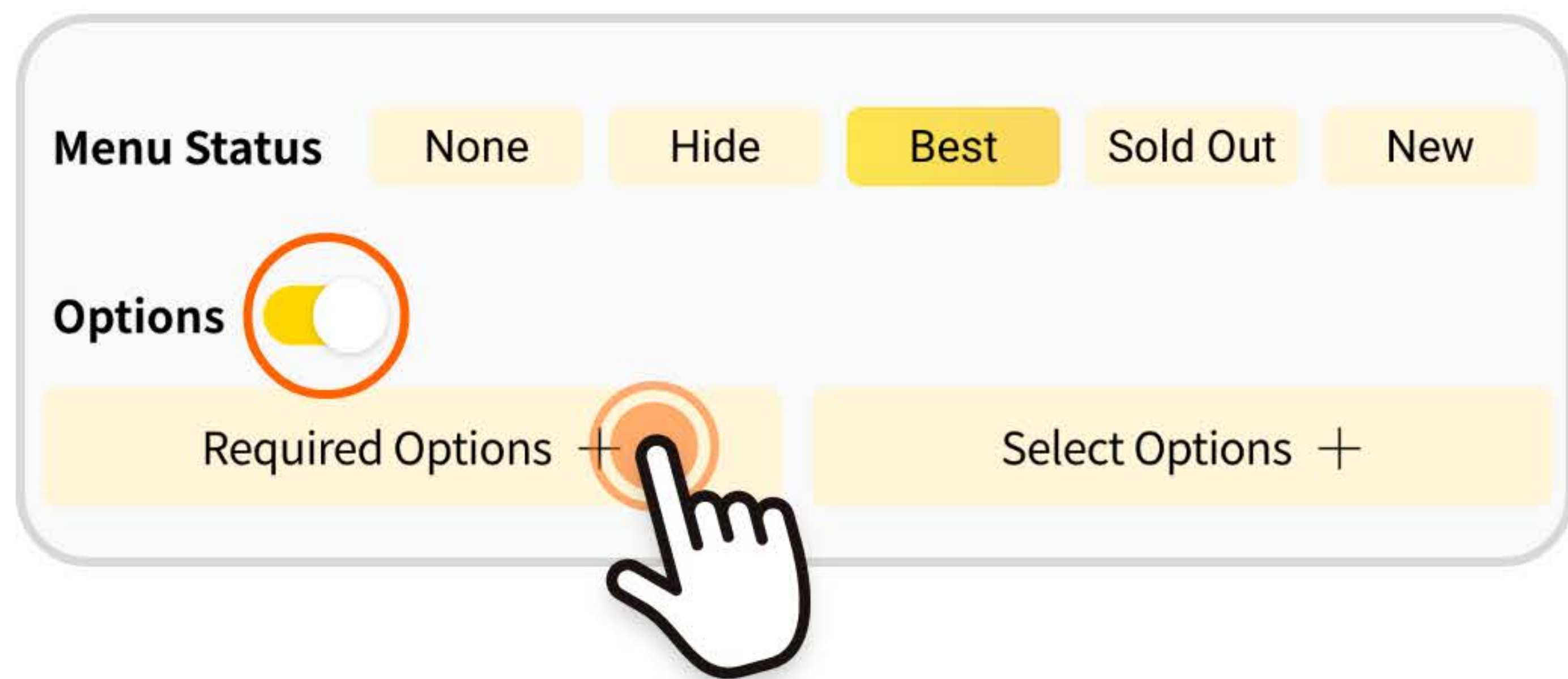


[ Add Options ]

Select the **Menu** to add/modify option



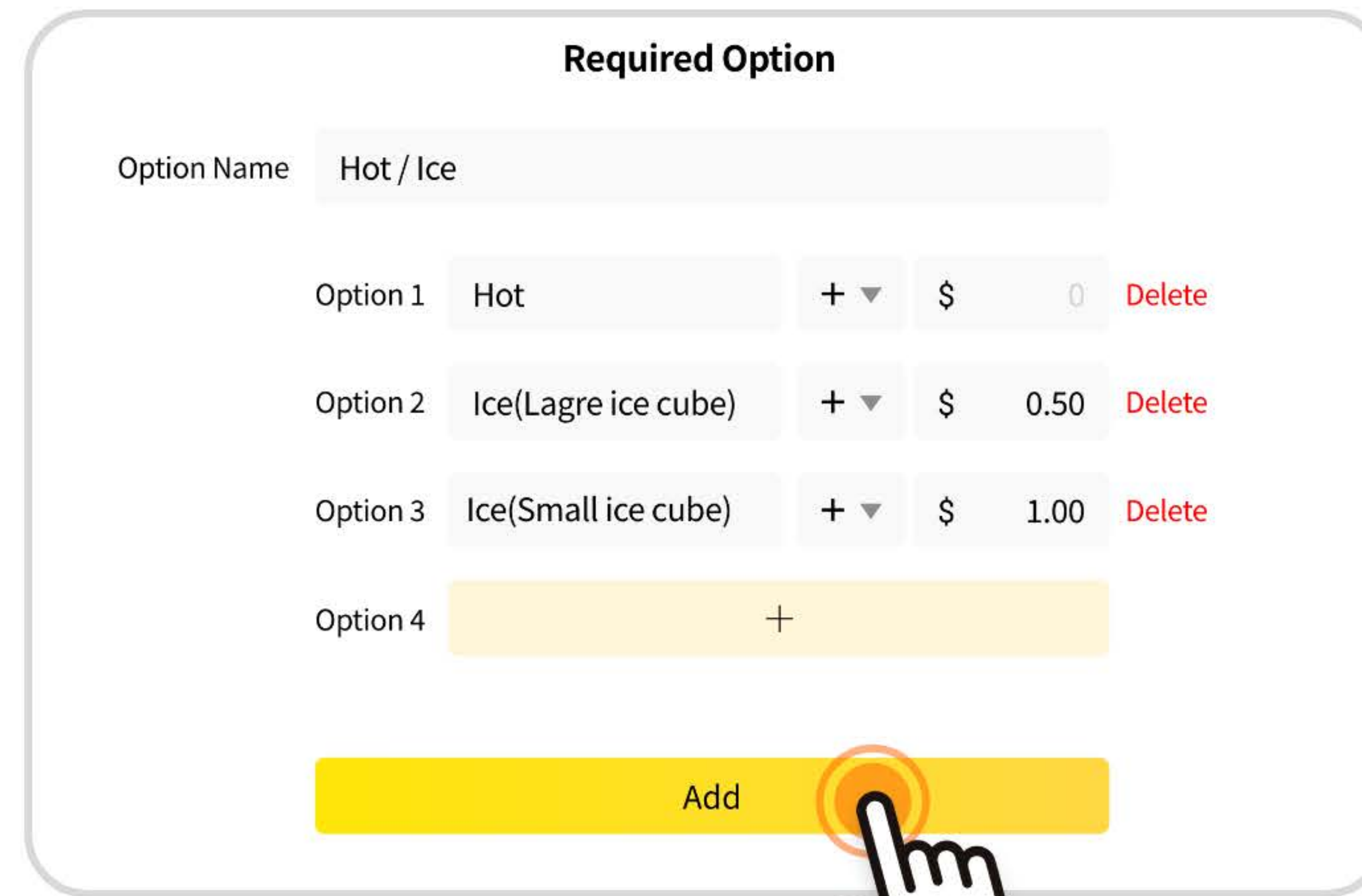
Details Bottom **Required Options + Or Select Options + Select**



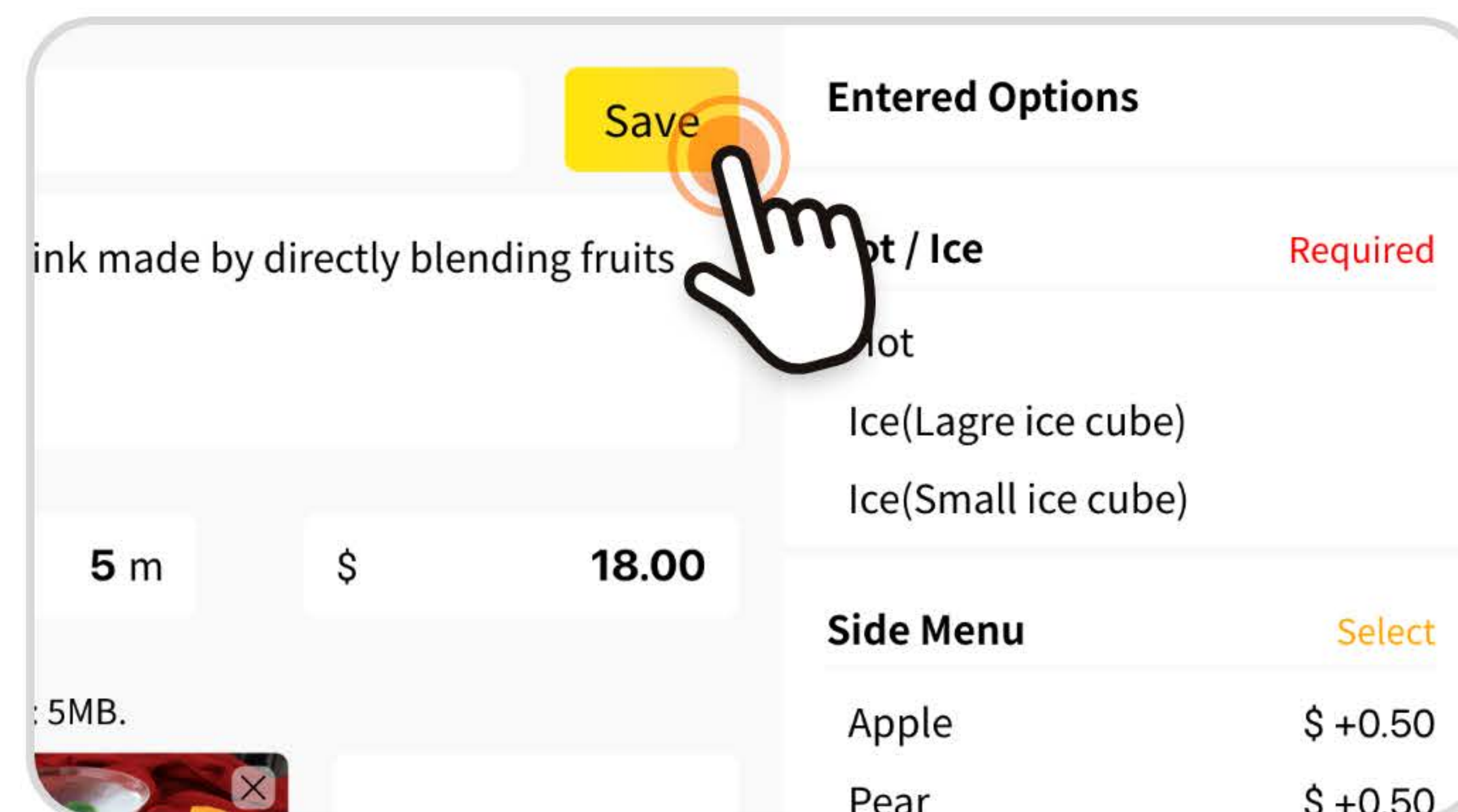
- ✂ Turning off the option switch hides the option on the menu.
- ✂ Required options on the menu are single-select, while Select options are multi-select.

[ Add/Modify Options ]

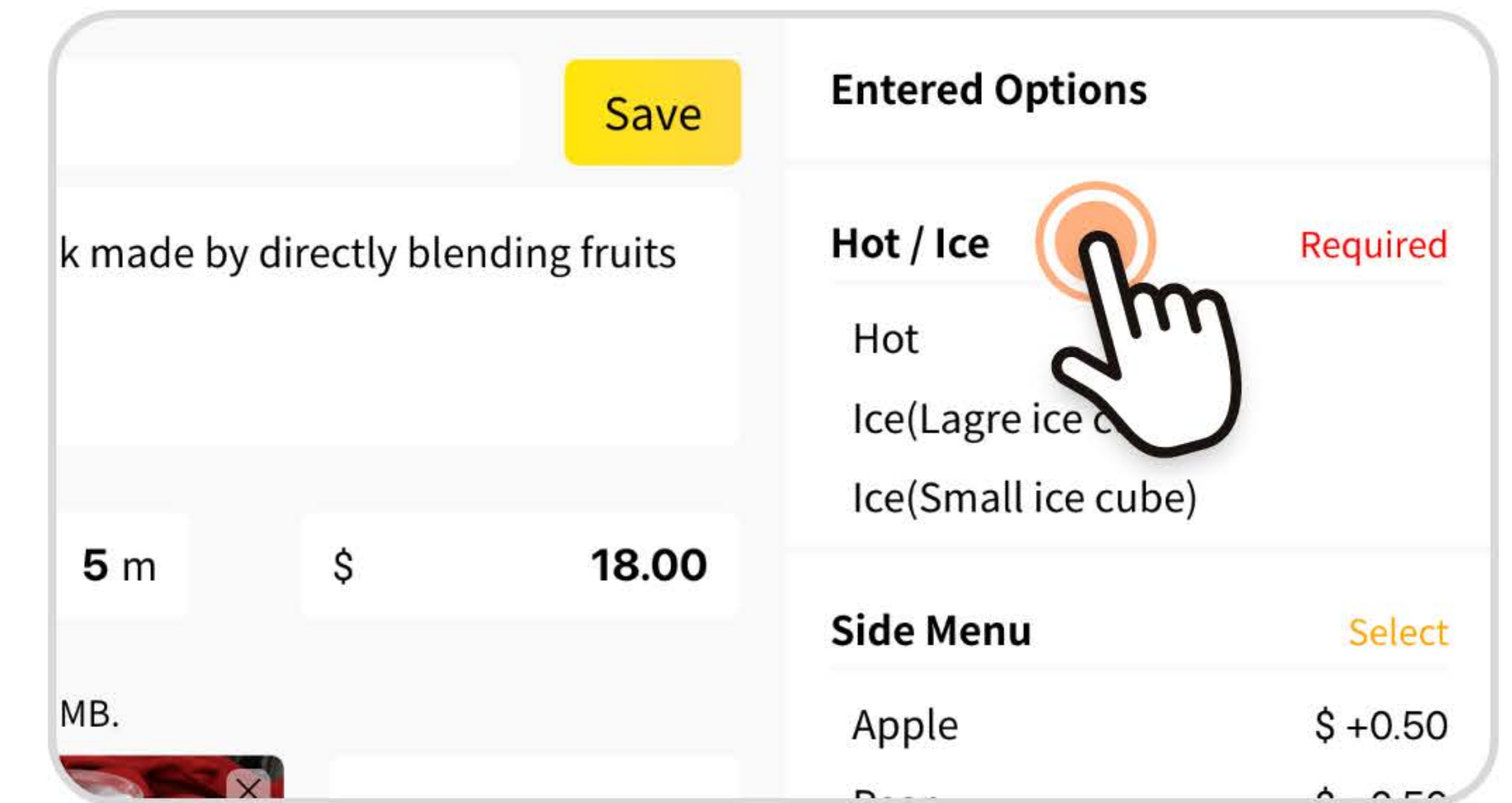
Enter option info and select **Add**



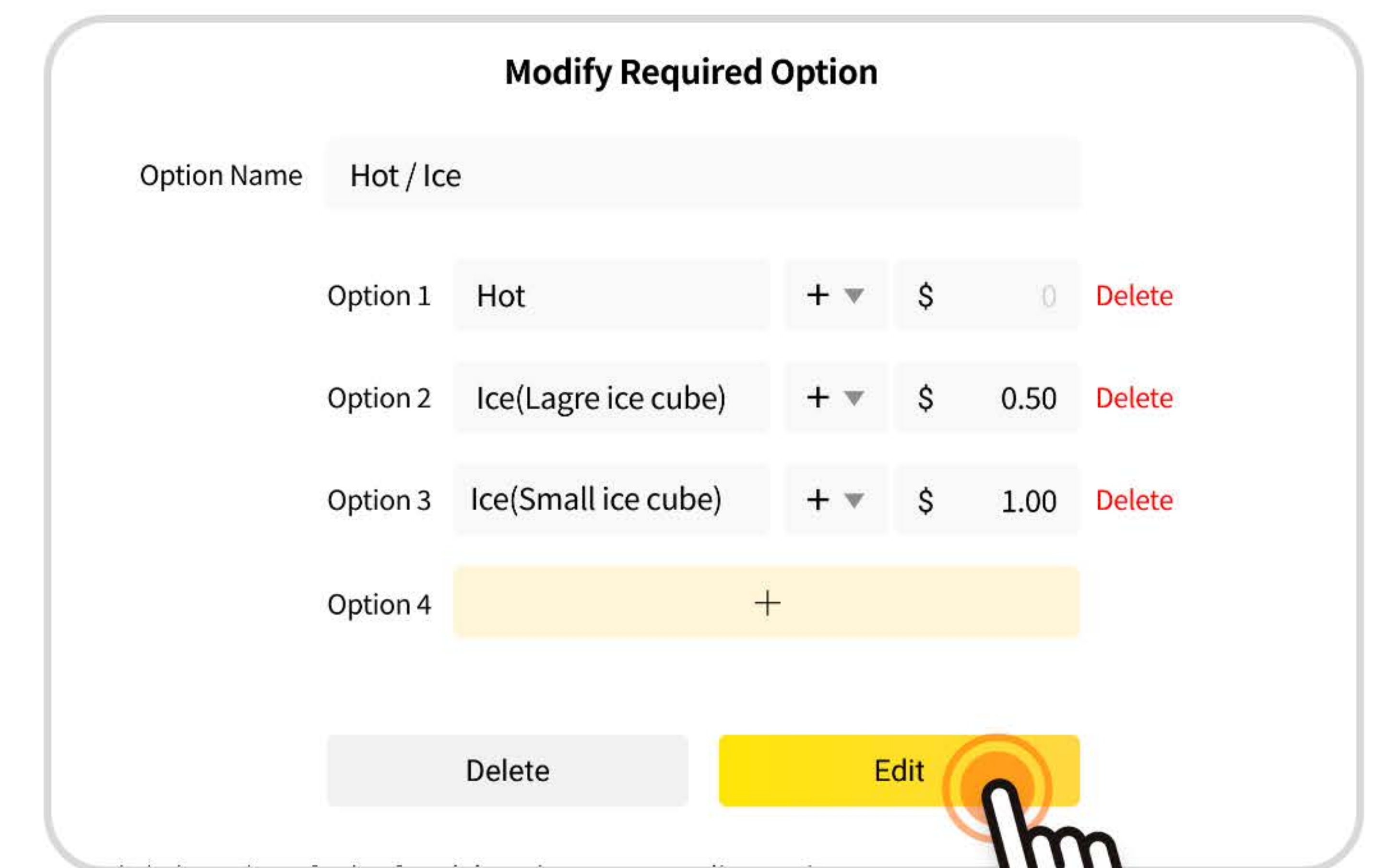
Check the added options and select **Save**



Select the **Option Title**



Check **Option Content** and select **Edit/Delete**





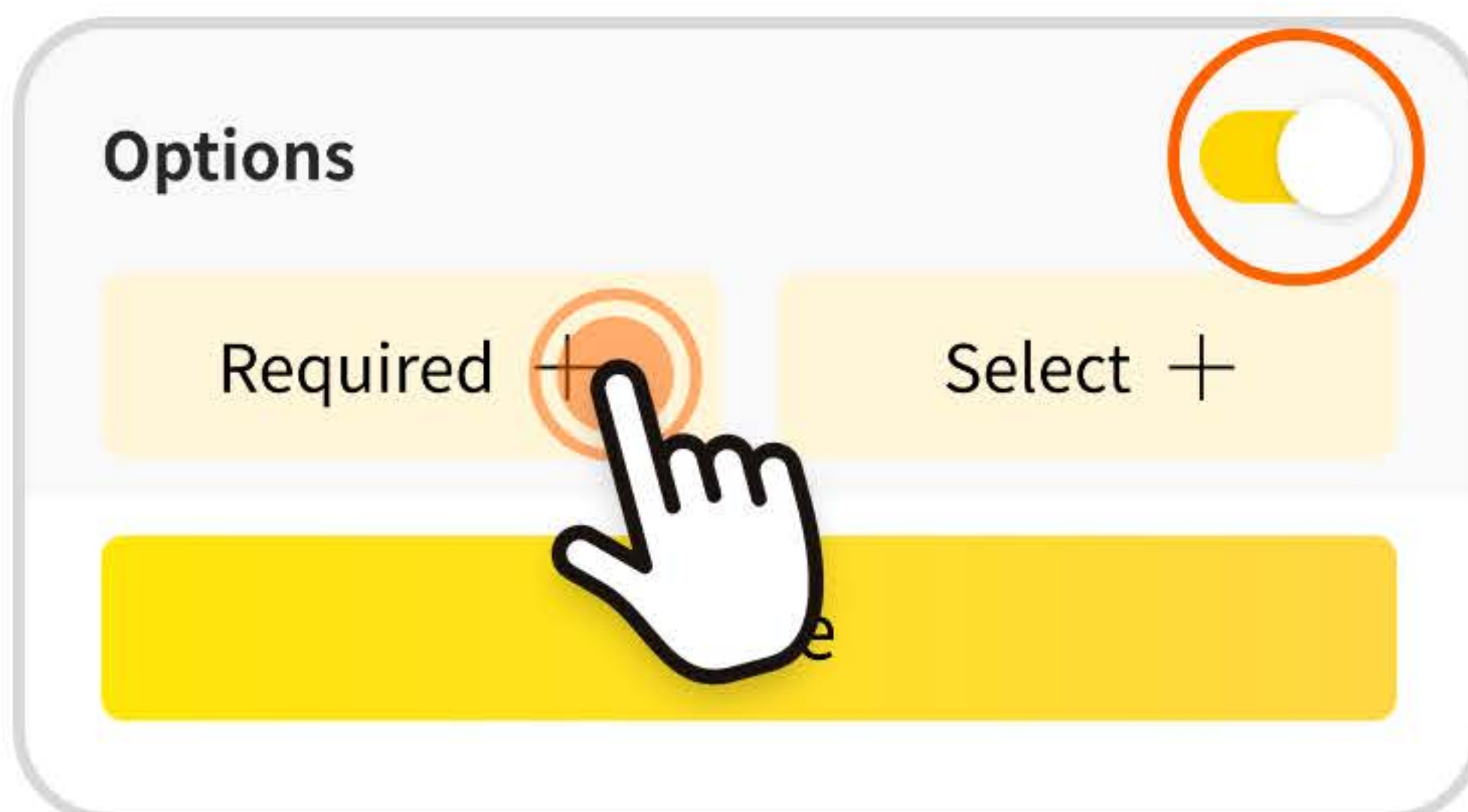
## 3-2. Add/Modify Menu Options(Smartphone)

Select the **Menu** to add/modify option



Details Bottom

**Required + Or Select+ Select**

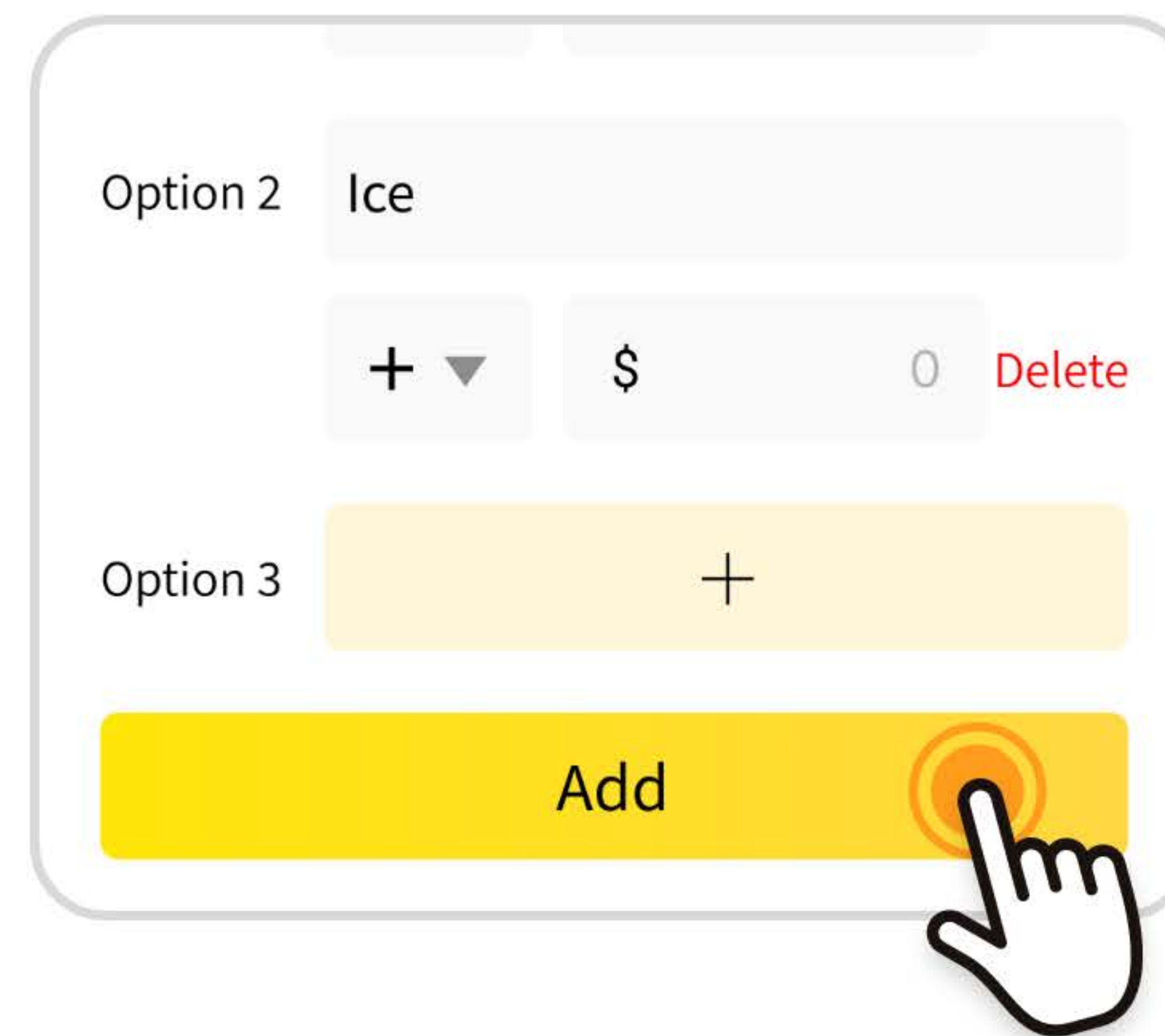


※ Turning off the option switch hides the option on the menu.

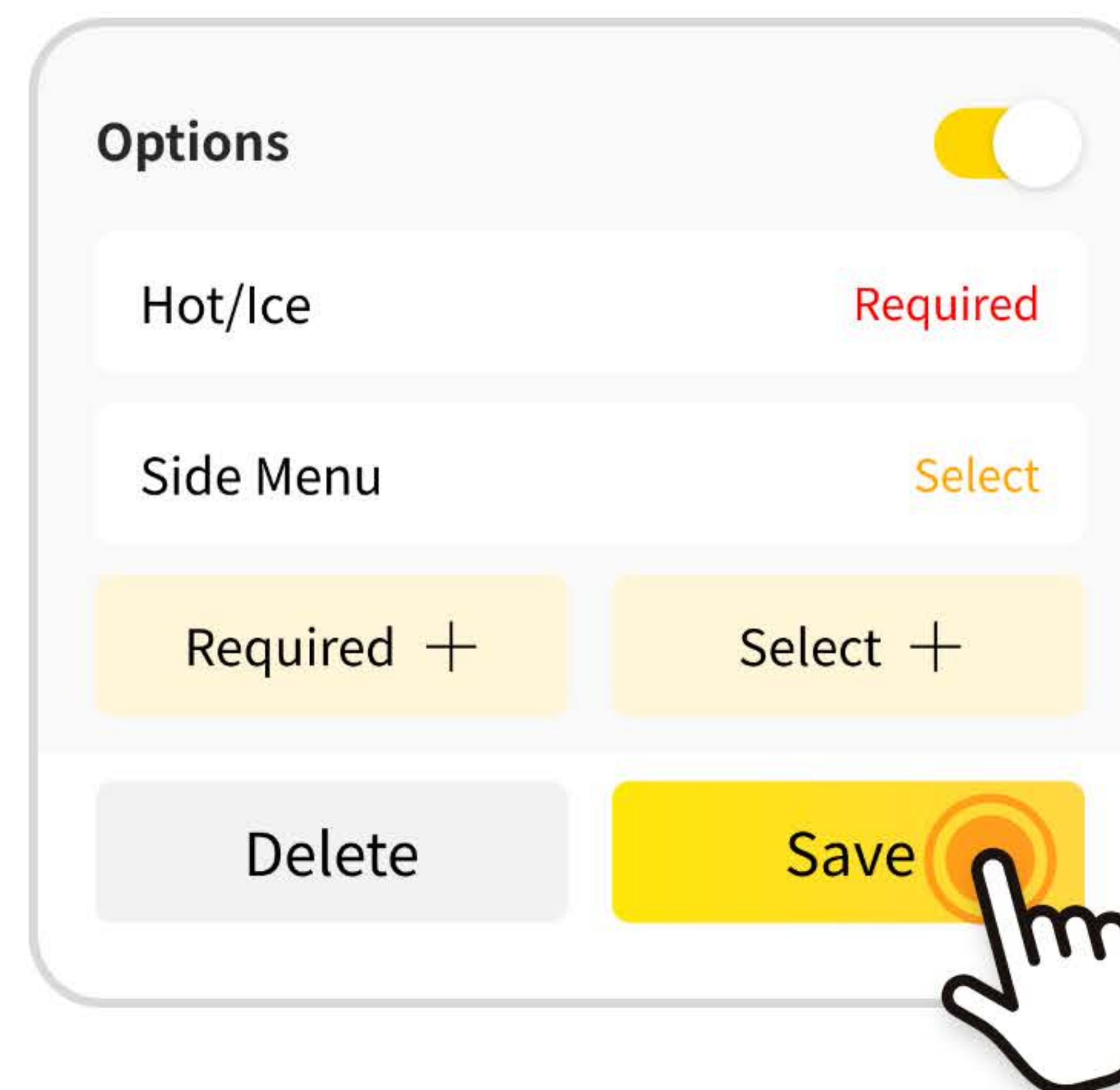
※ Required options on the menu are single-select, while Select options are multi-select.

[ Add Options ]

Enter option info and select **Add**

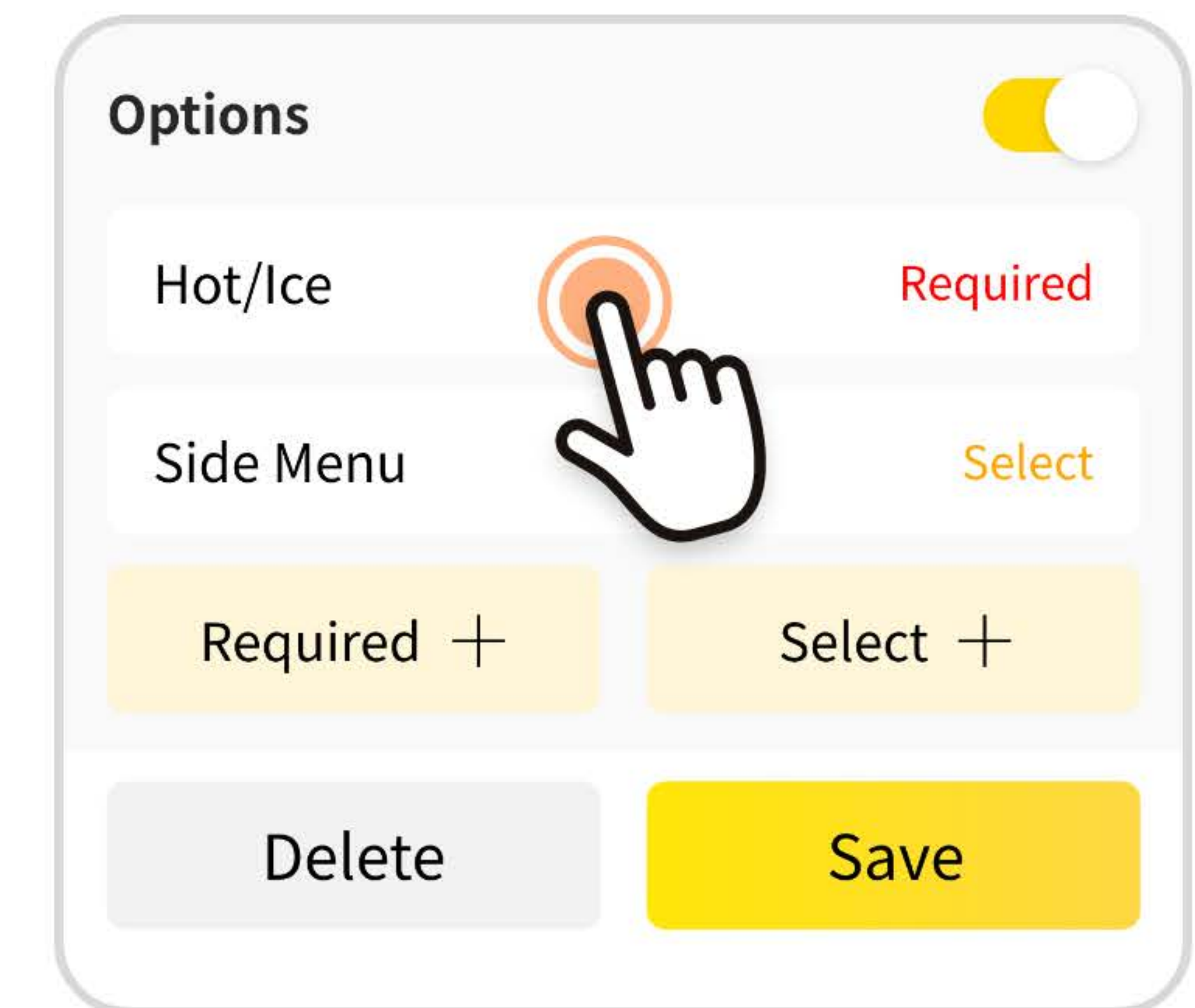


Check the added options and select **Save**

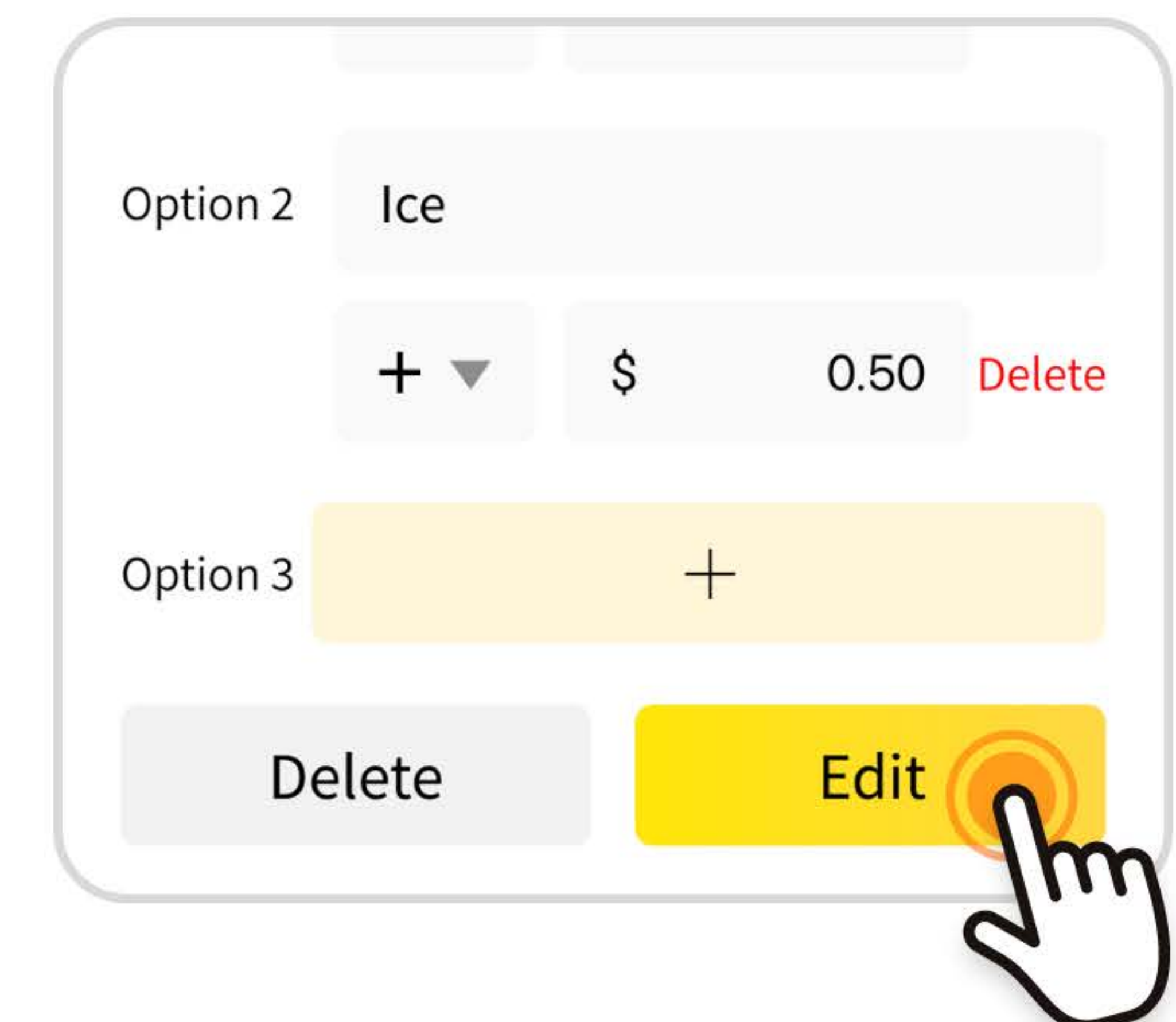


[ Add/Modify Options ]

Select the **Option Title**



**Check Option Content** and select **Edit/Delete**

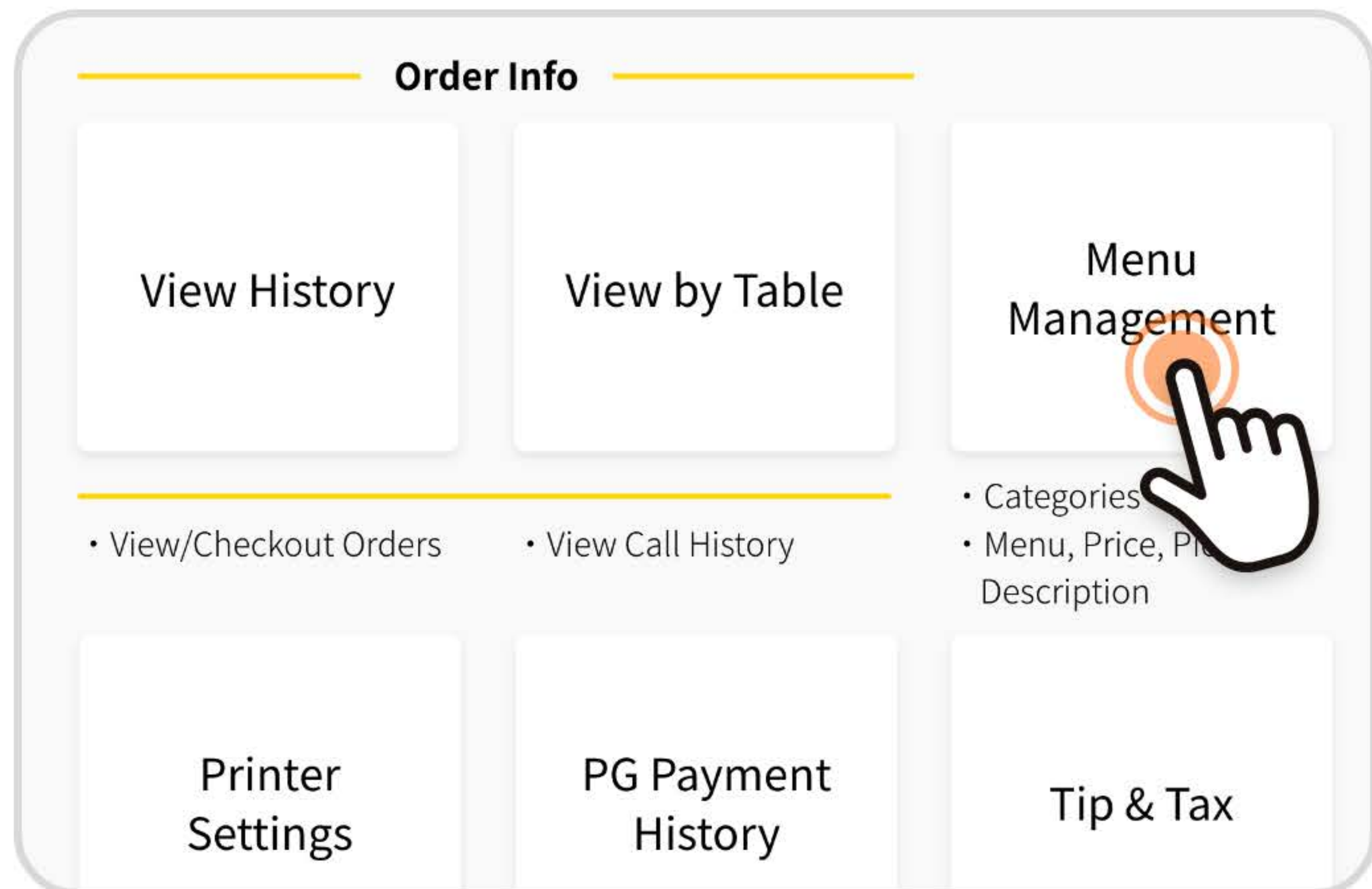




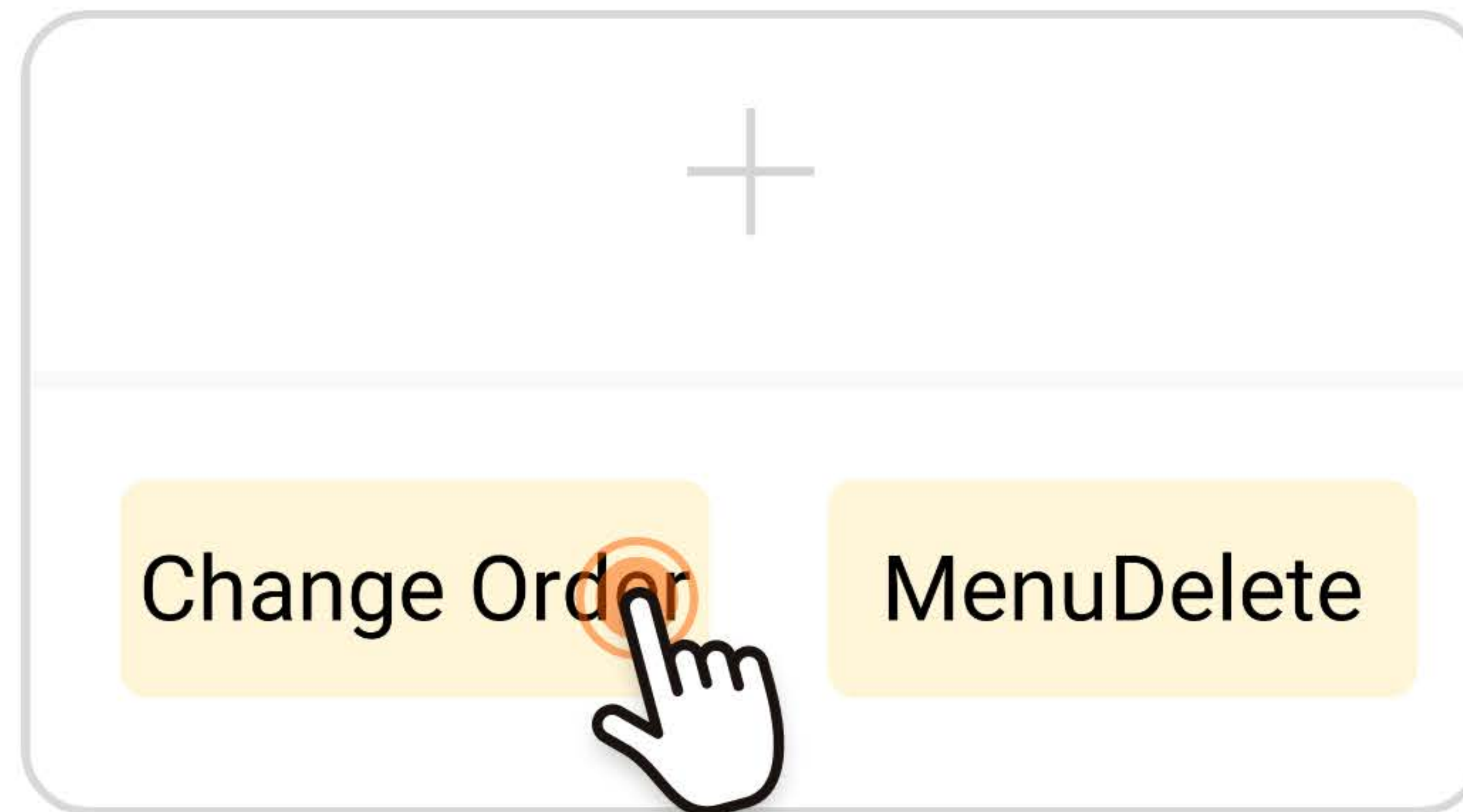
# 3-3. Change Menu Order (Tablet PC)

Mgmt. App

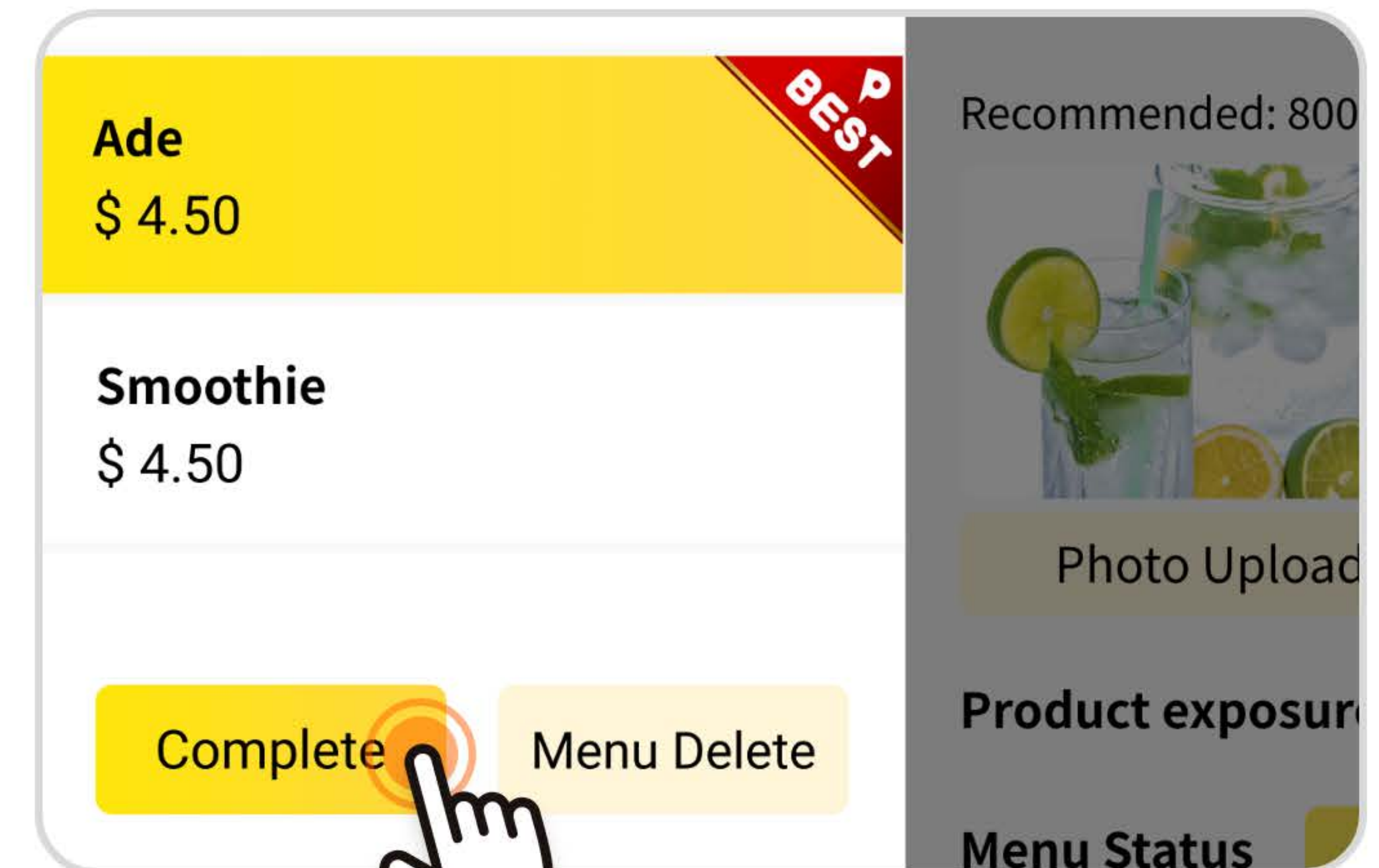
Select Store and select **Menu Management**



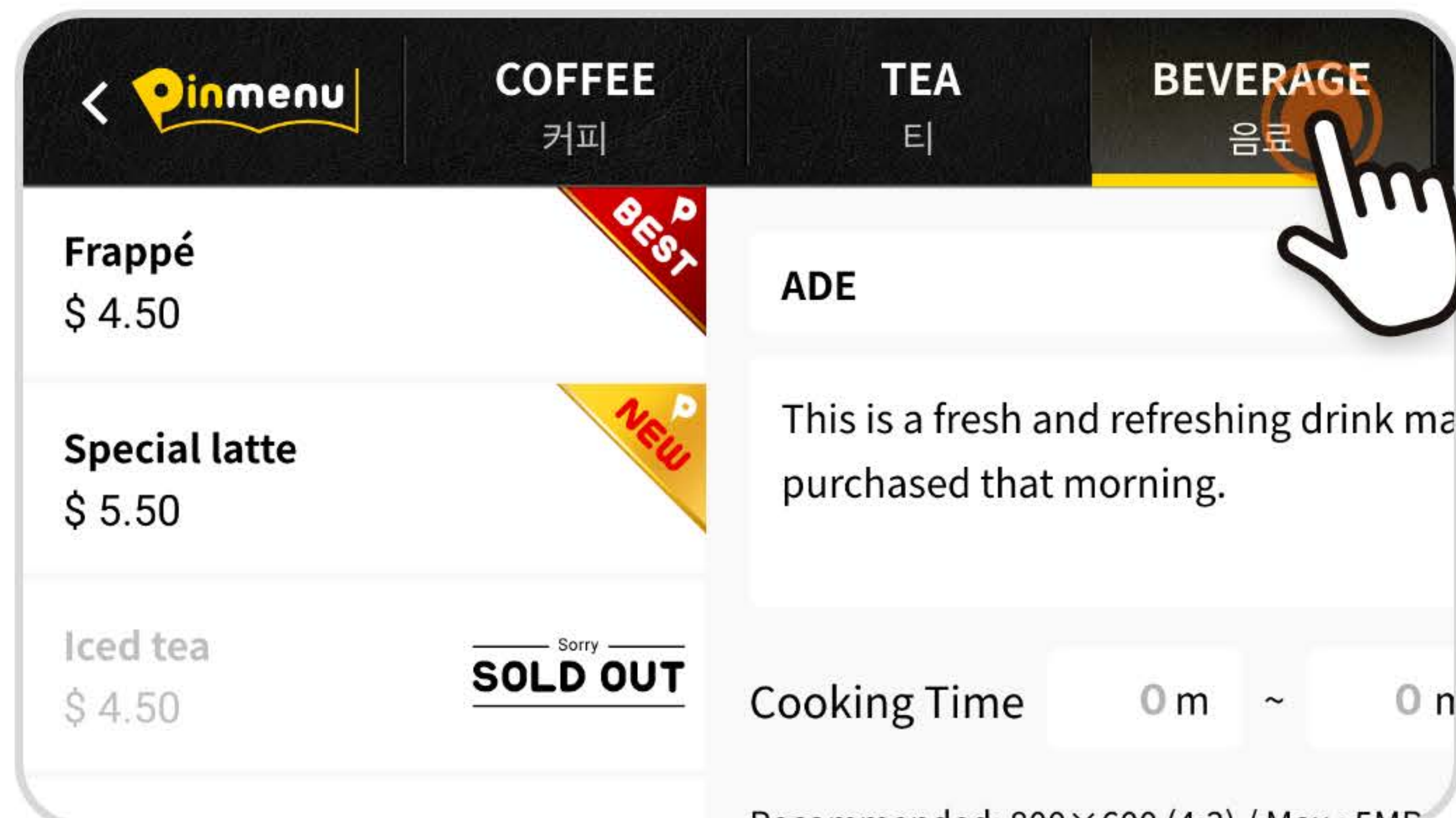
Select **Change Order** at the bottom of the menu list



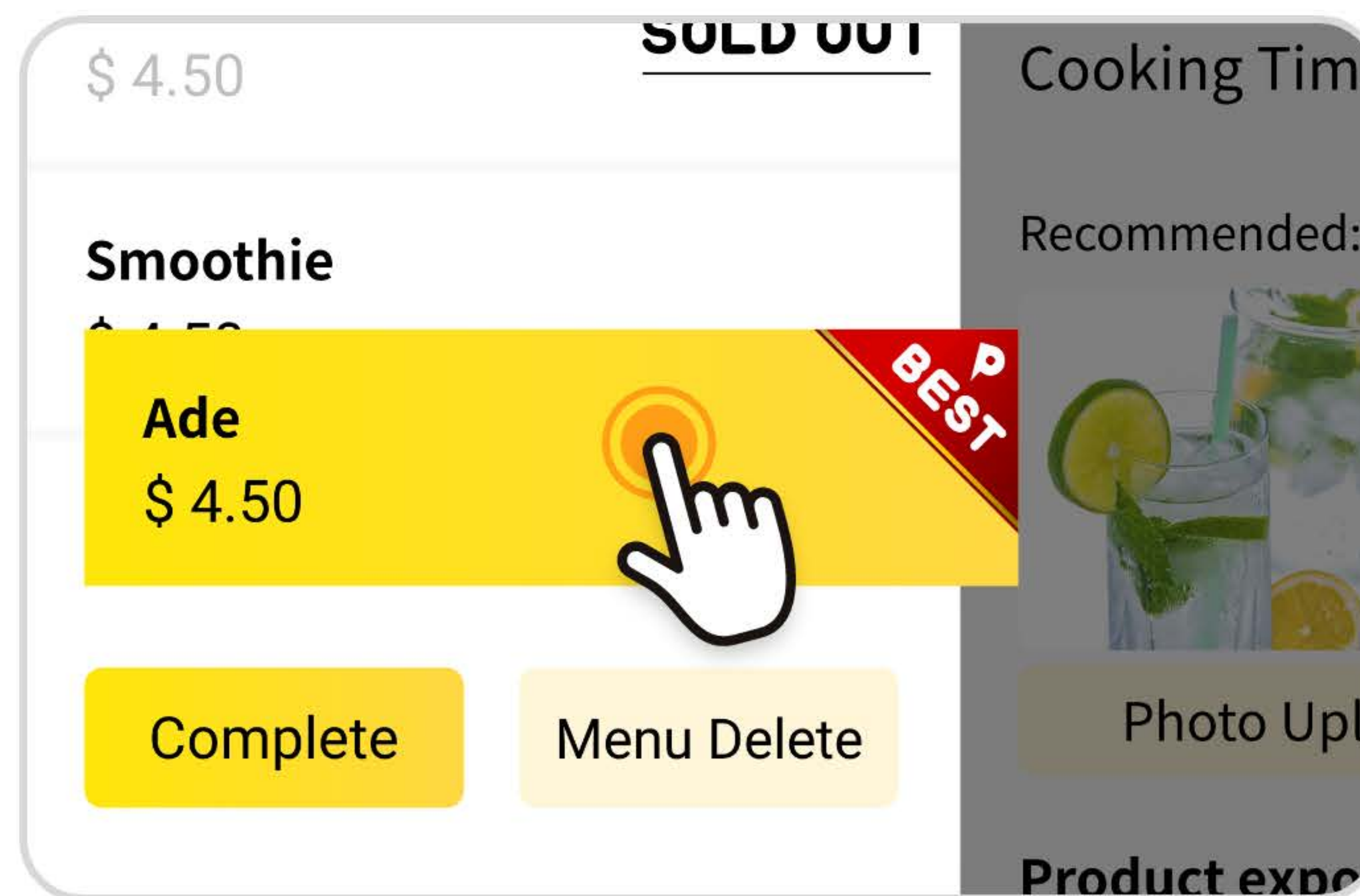
Check the menu that you changed the order Select **Complete**



Select a **Category** for the menu to be reordered



Drag to the desired location to **Change the Order**

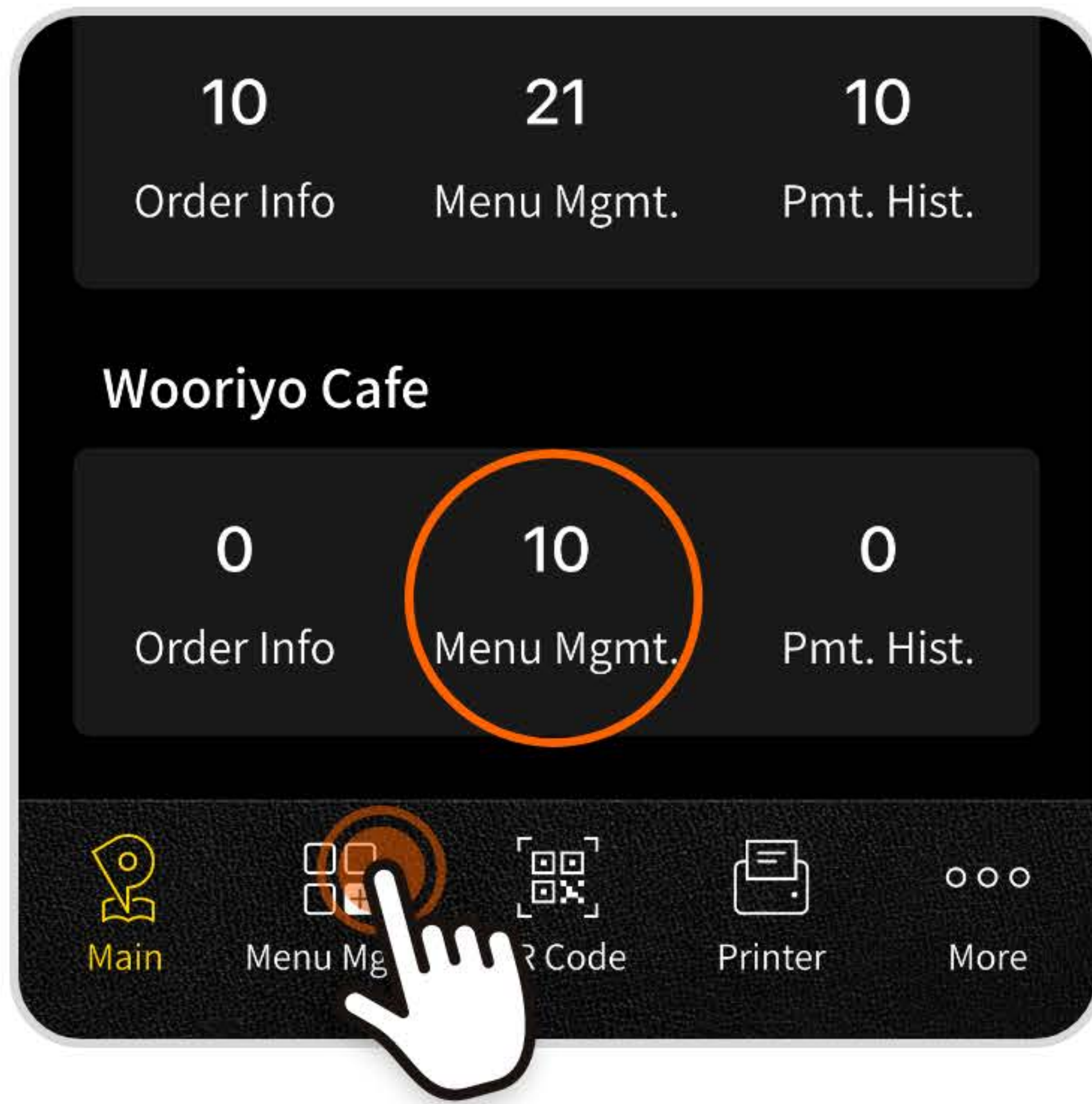




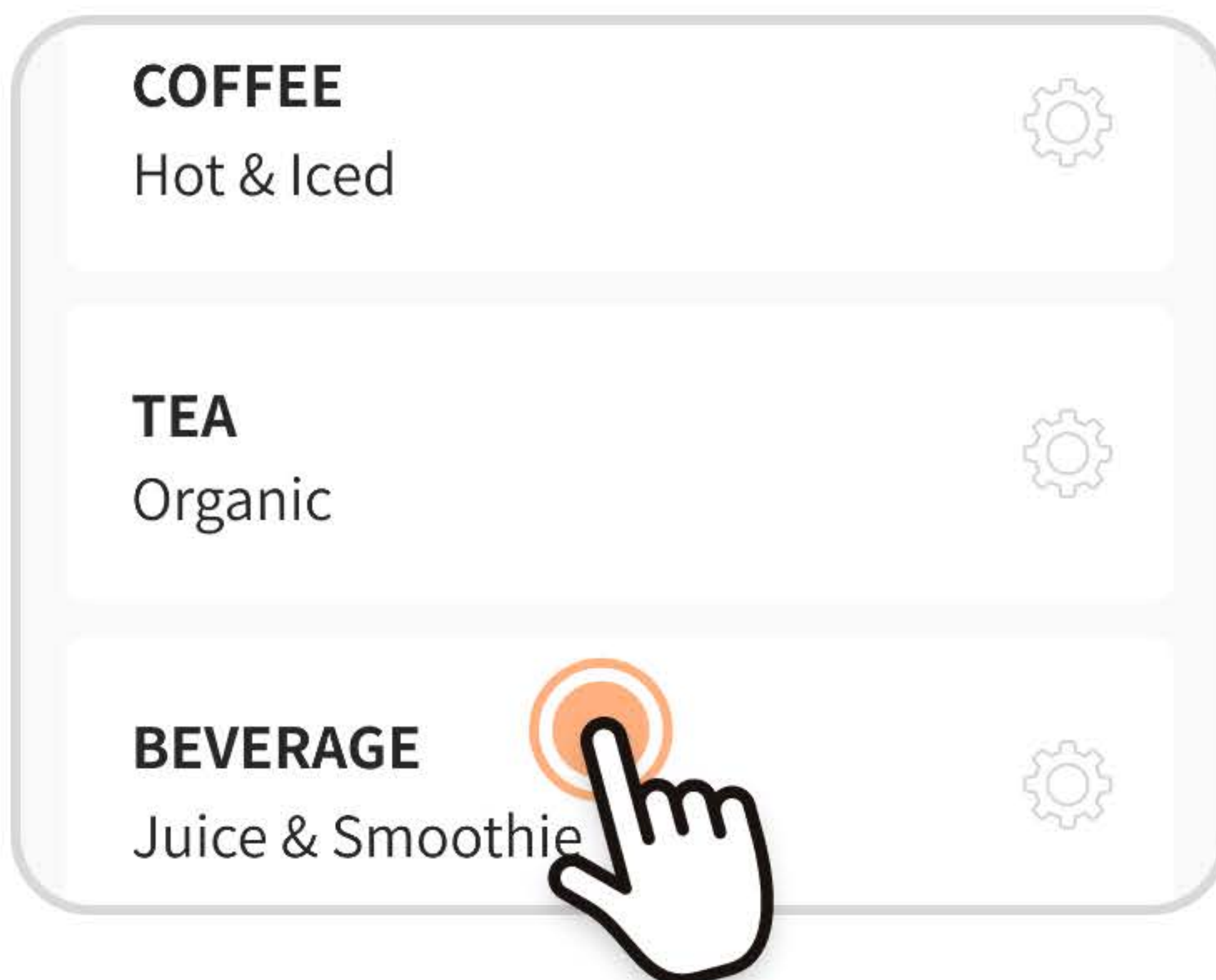
# 3-3. Change Menu Order(Smartphone)

Mgmt. App

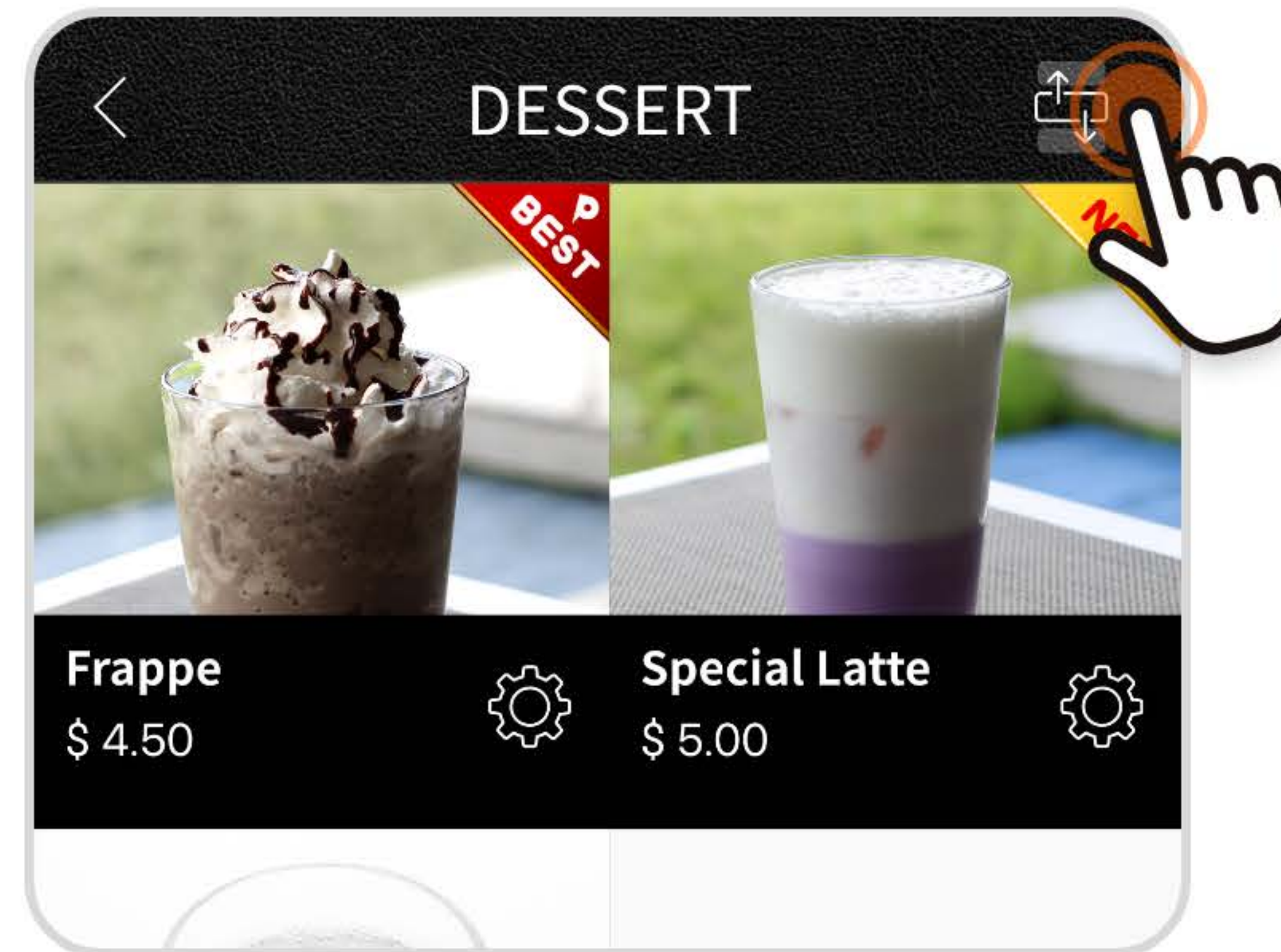
On the main screen, tap **Menu Mgmt** and choose a **Store**



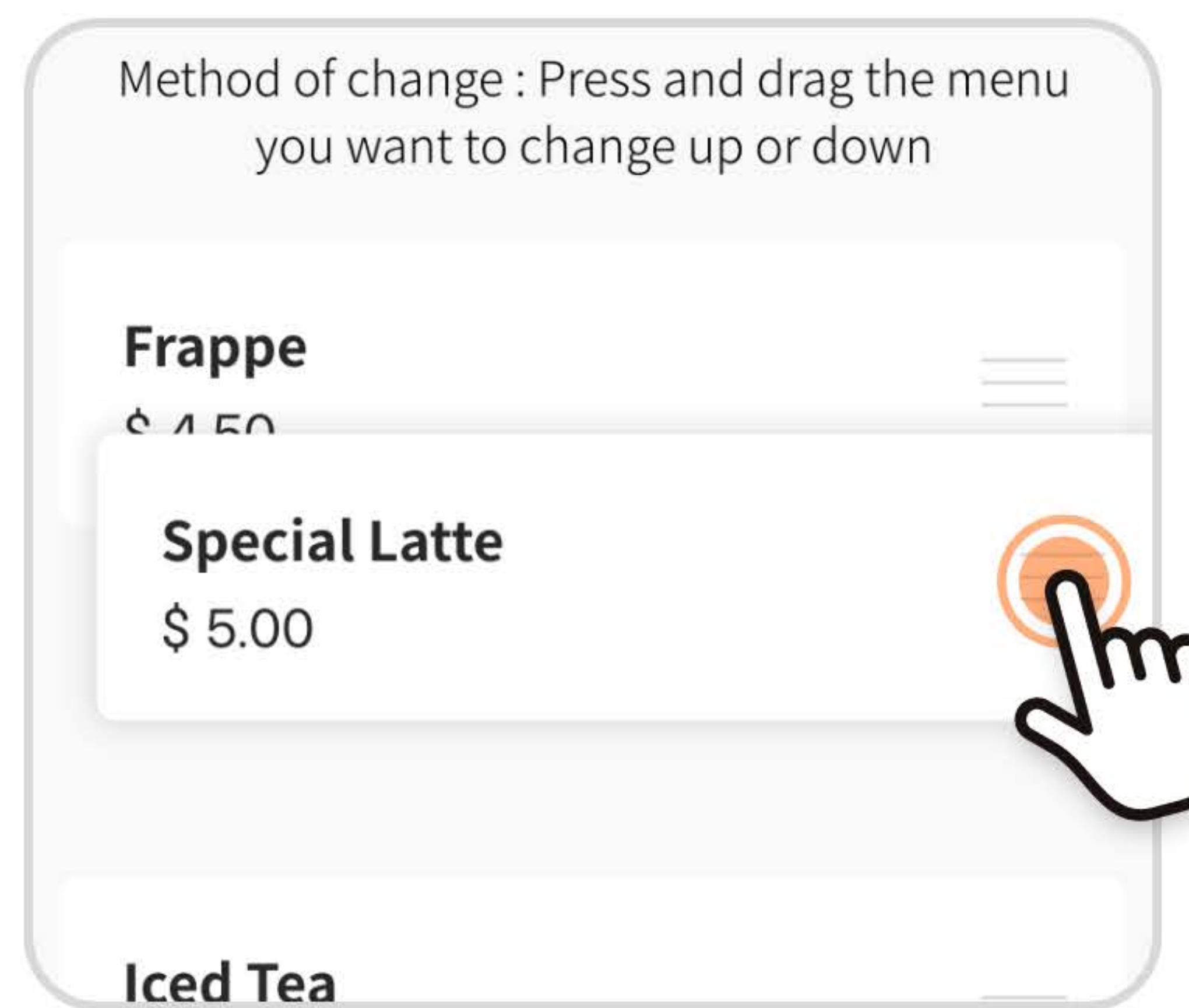
Select a **Category** for the menu to be reordered



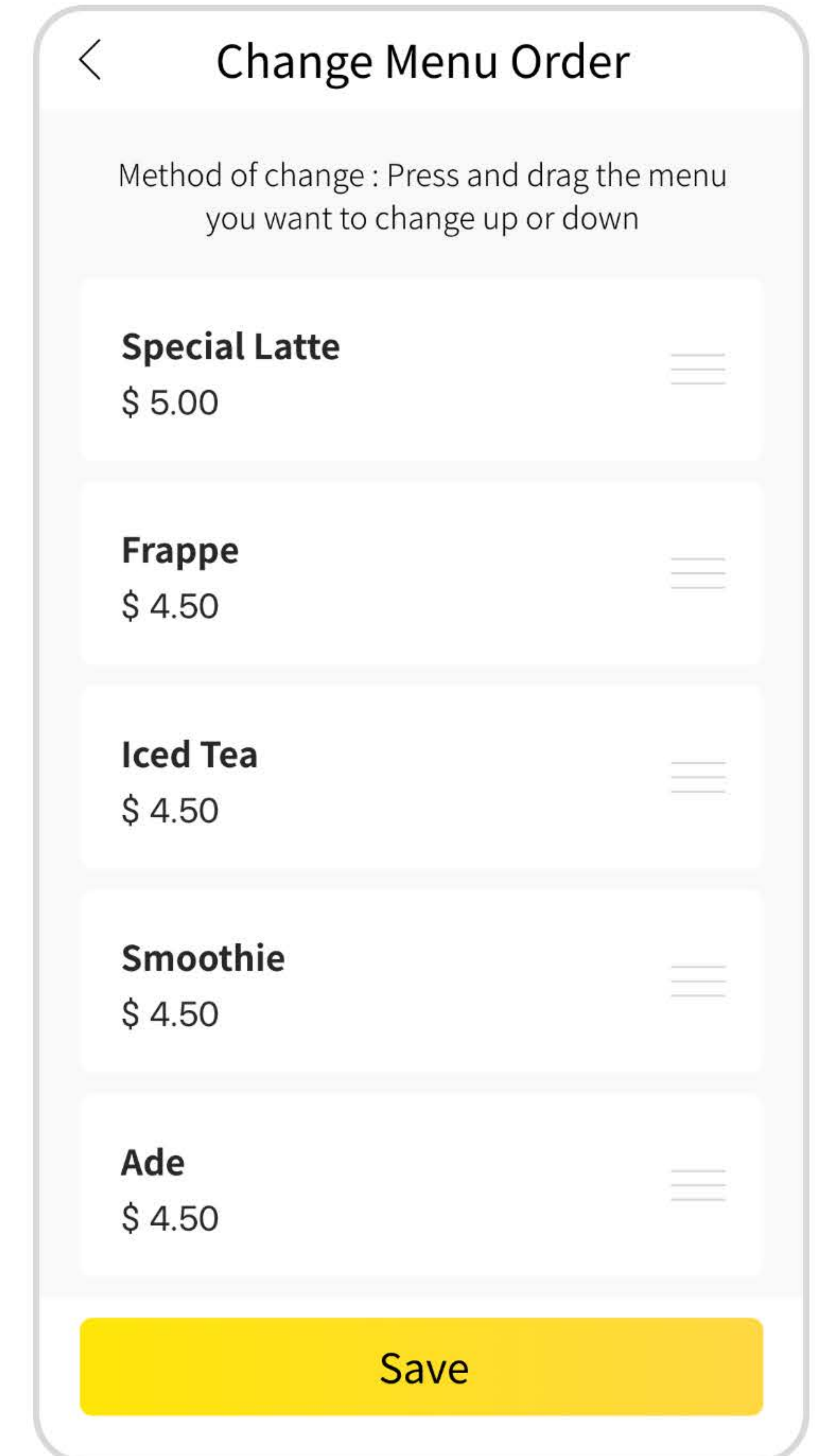
Select the **Change Order Icon** at the top of the menu list



**Drag** to the desired location to **Change The Order**



Check the menu that you changed the order Select **Save**

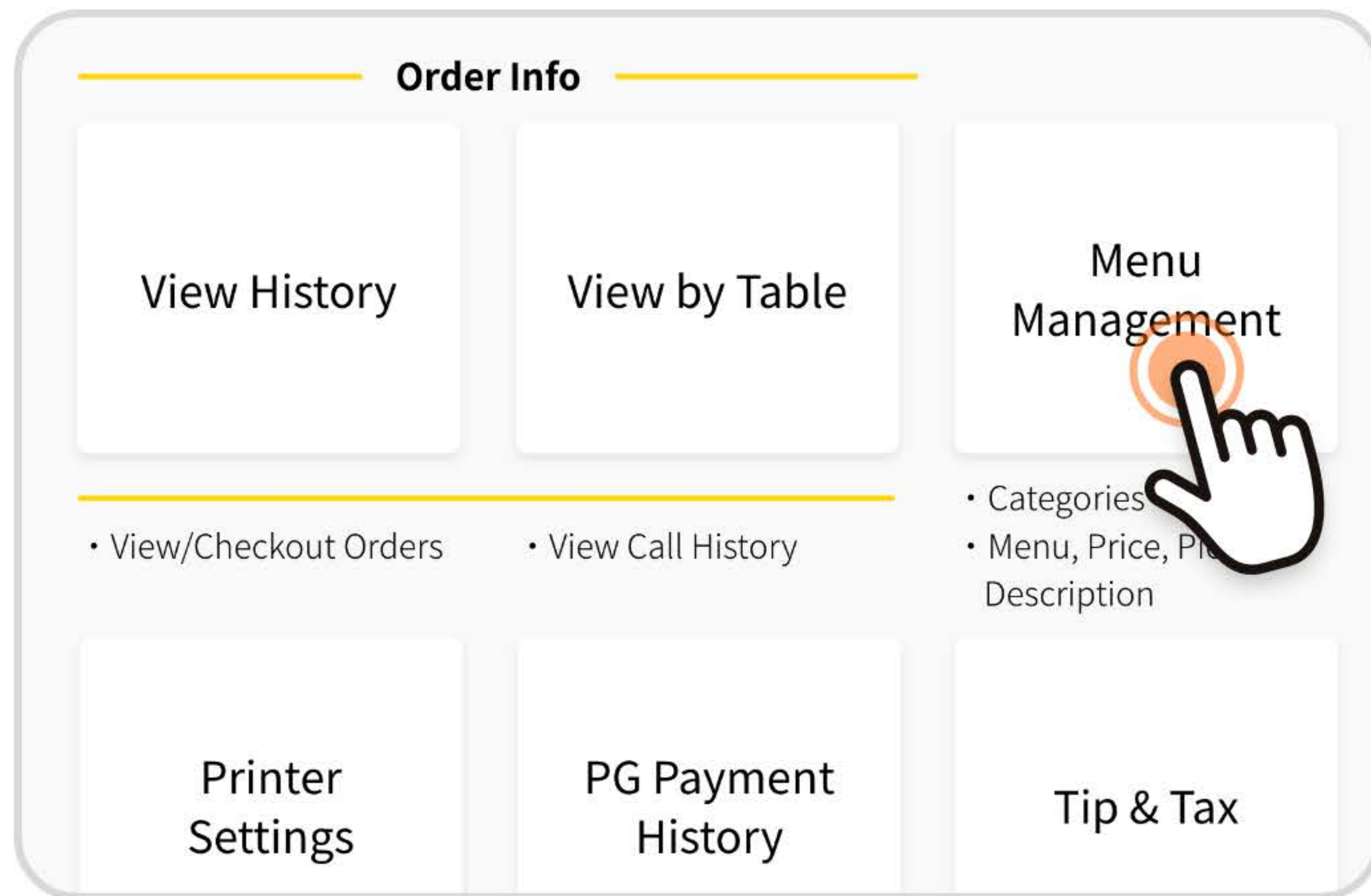




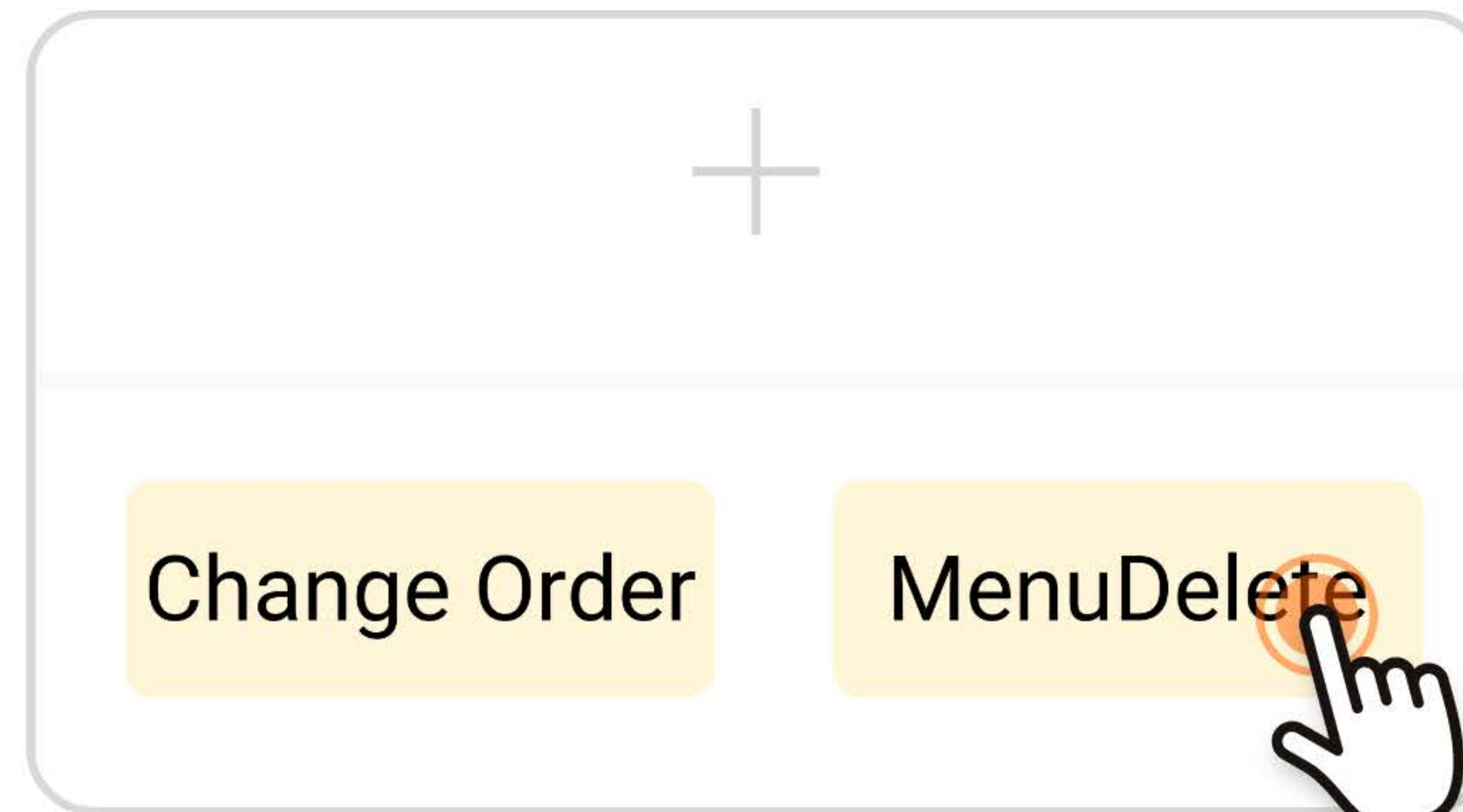
# 3-4. Delete Menu (Tablet PC)

Mgmt. App

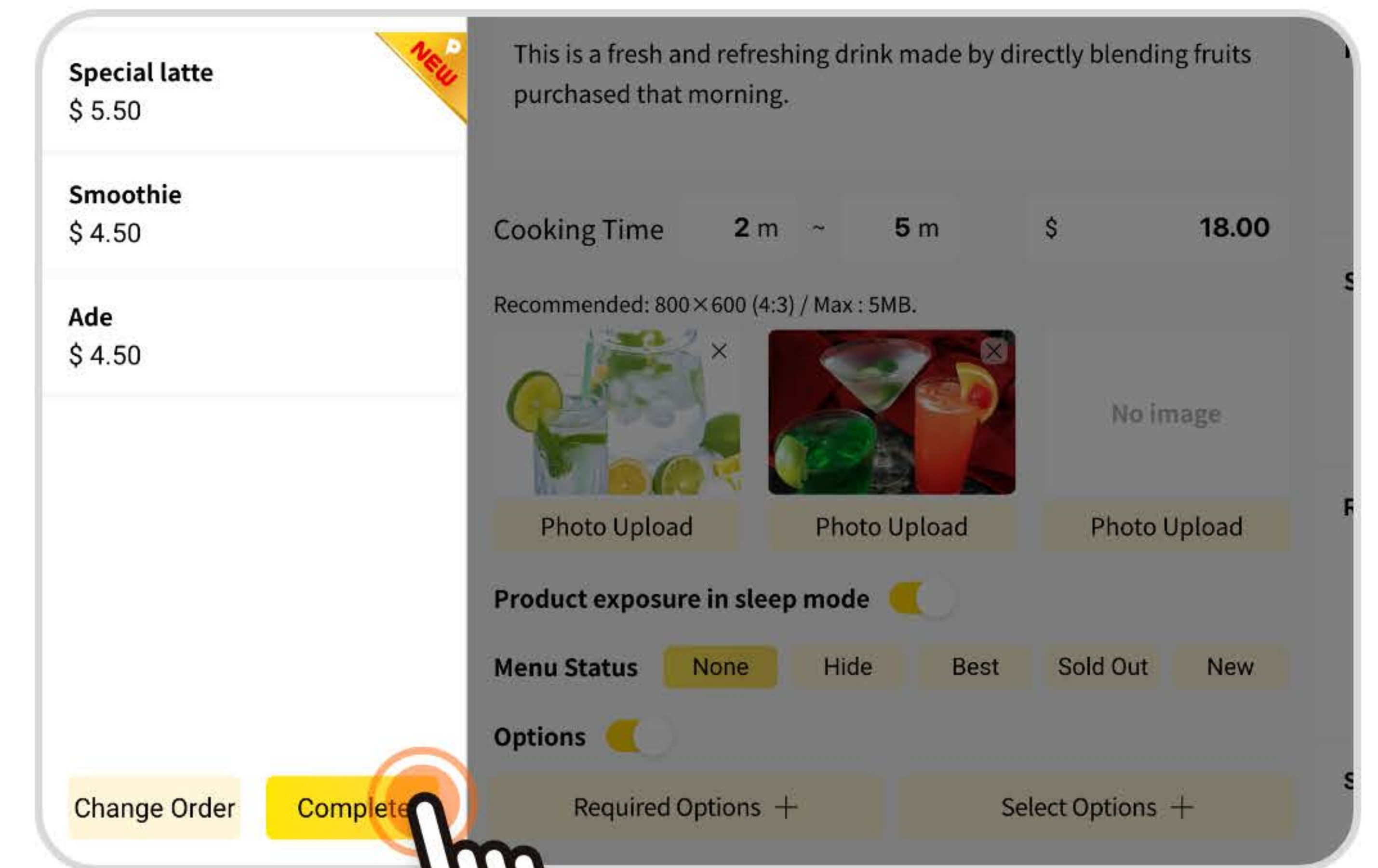
Select Store and select **Menu Management**



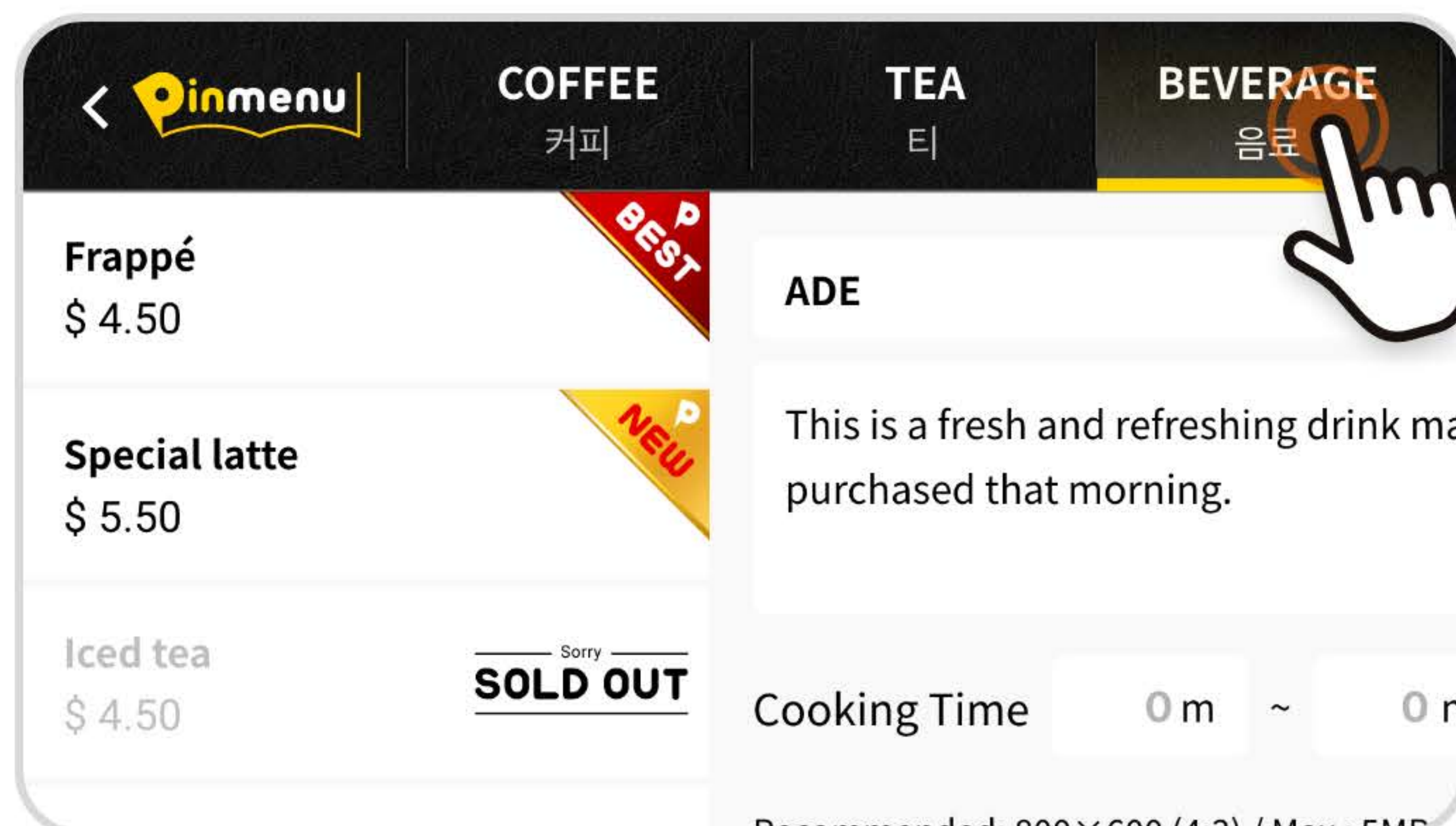
Select **MenuDelete** at the bottom of the menu list



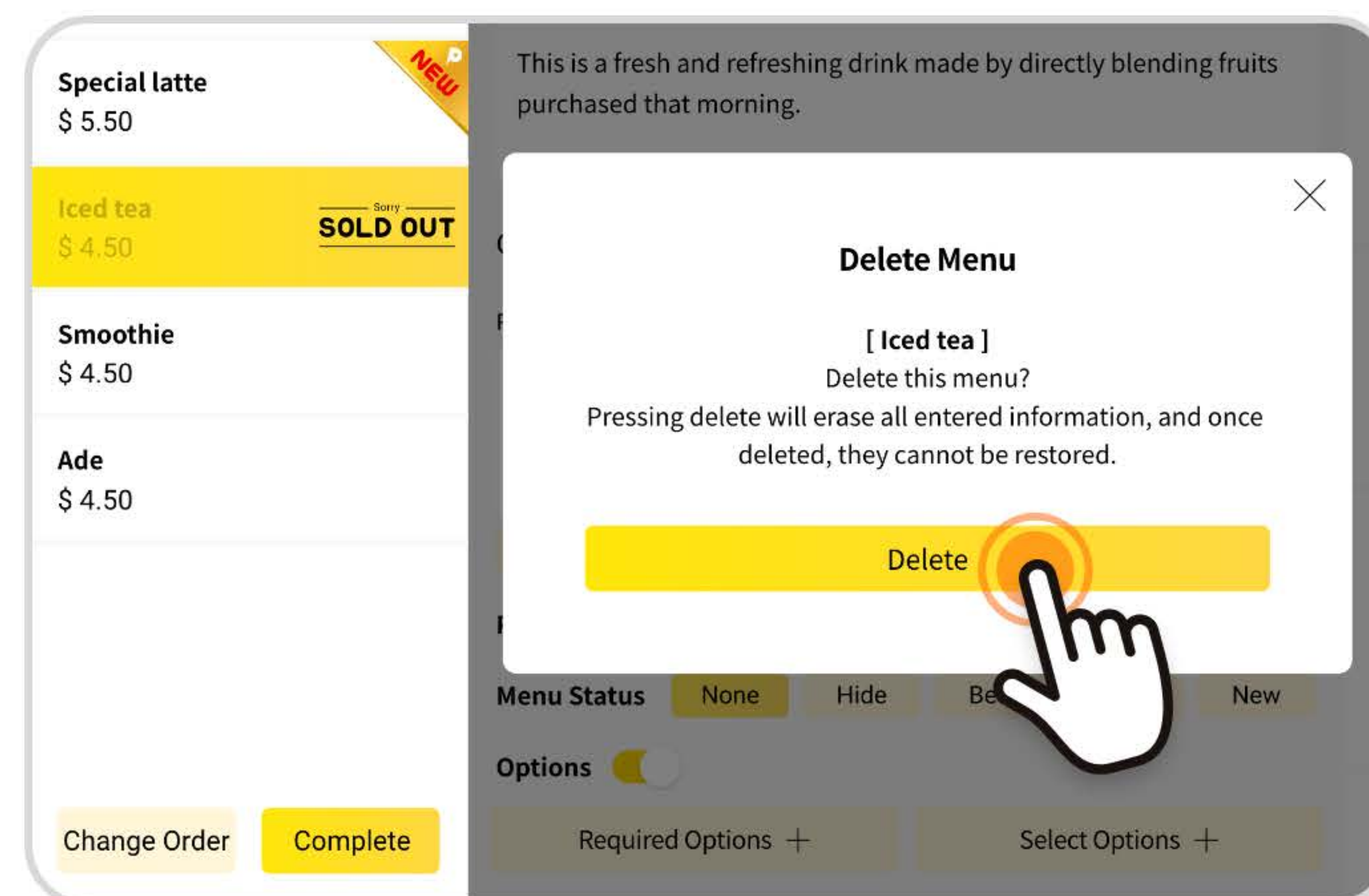
Check the deleted menu and select **Complete**



Select a **Category** for the menu to delete



Select the Menu to Delete and select **Delete** in the pop-up



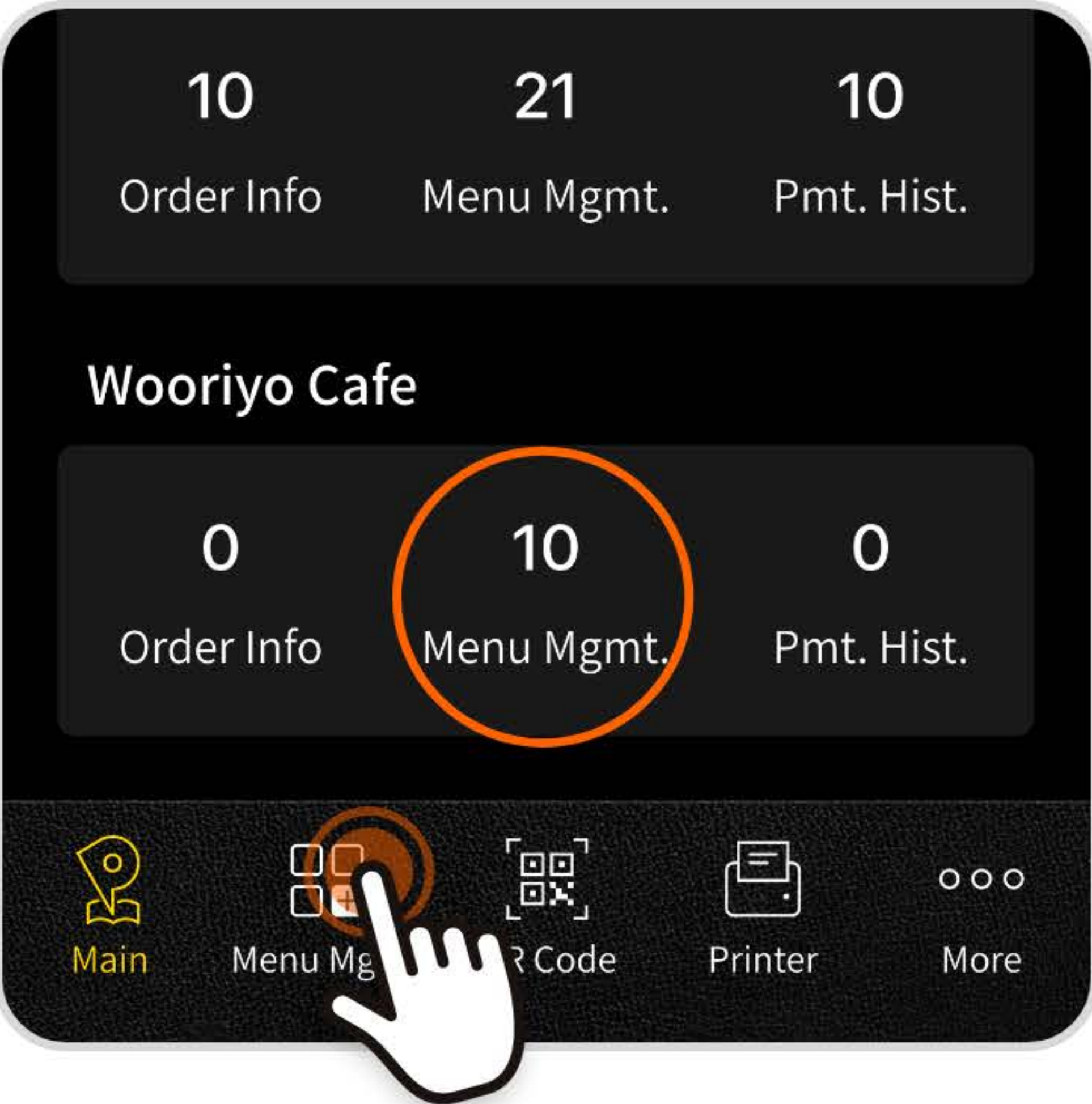
※ Deleted menus cannot be recovered.



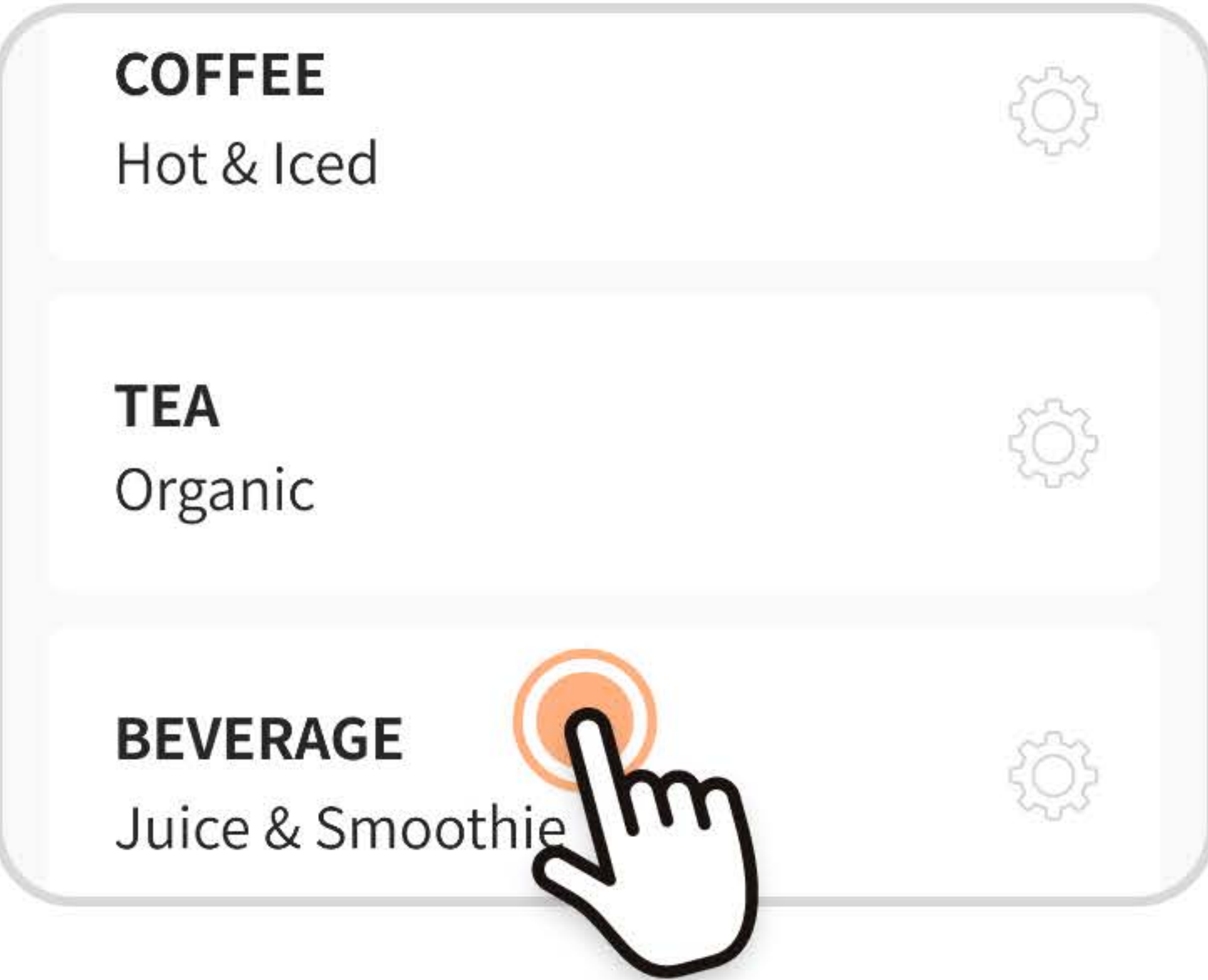
# 3-4. Delete Menu(Smartphone)

Mgmt. App

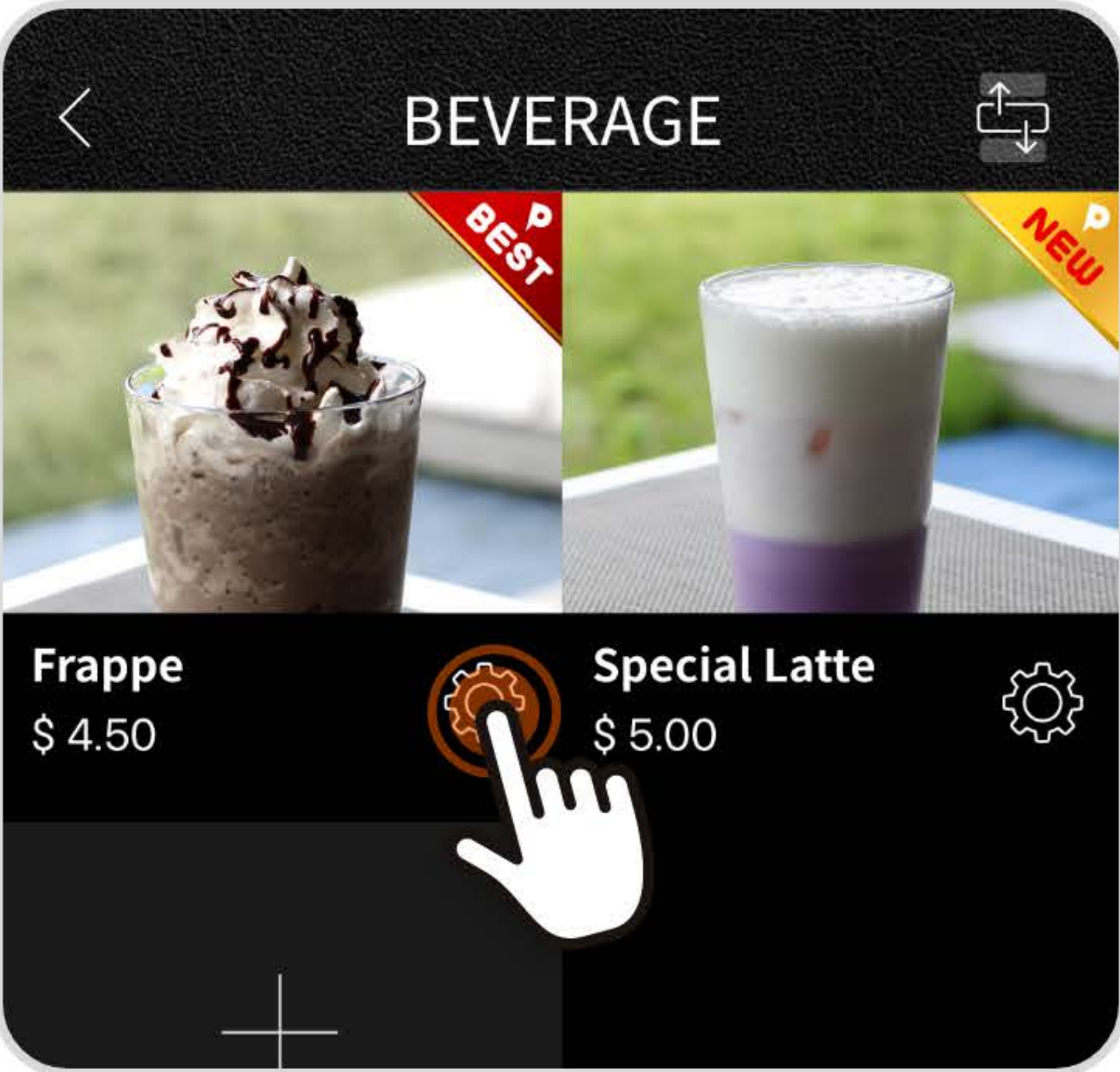
On the main screen, tap **Menu Mgmt** and choose a **Store**



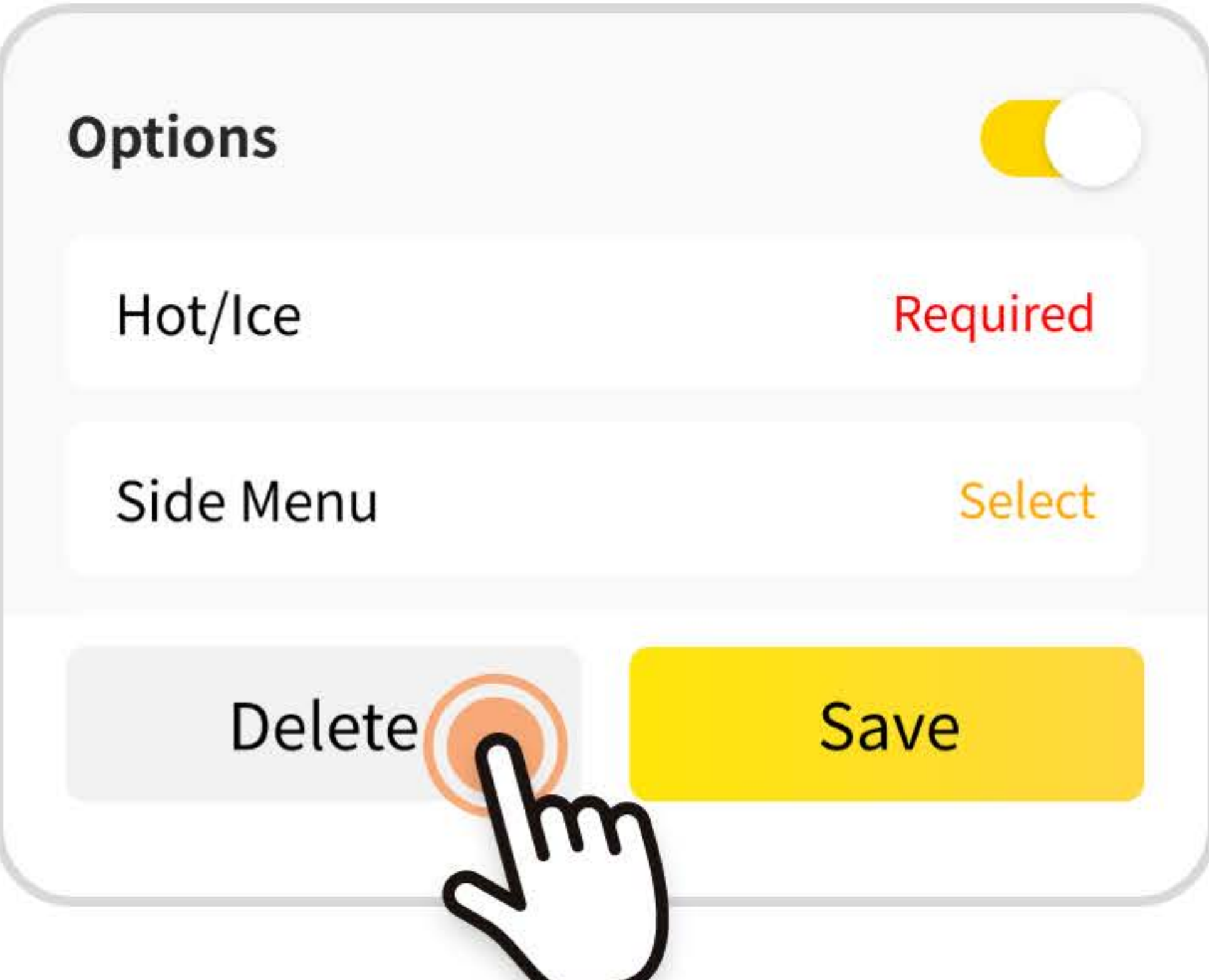
Select a **Category** for the menu to delete



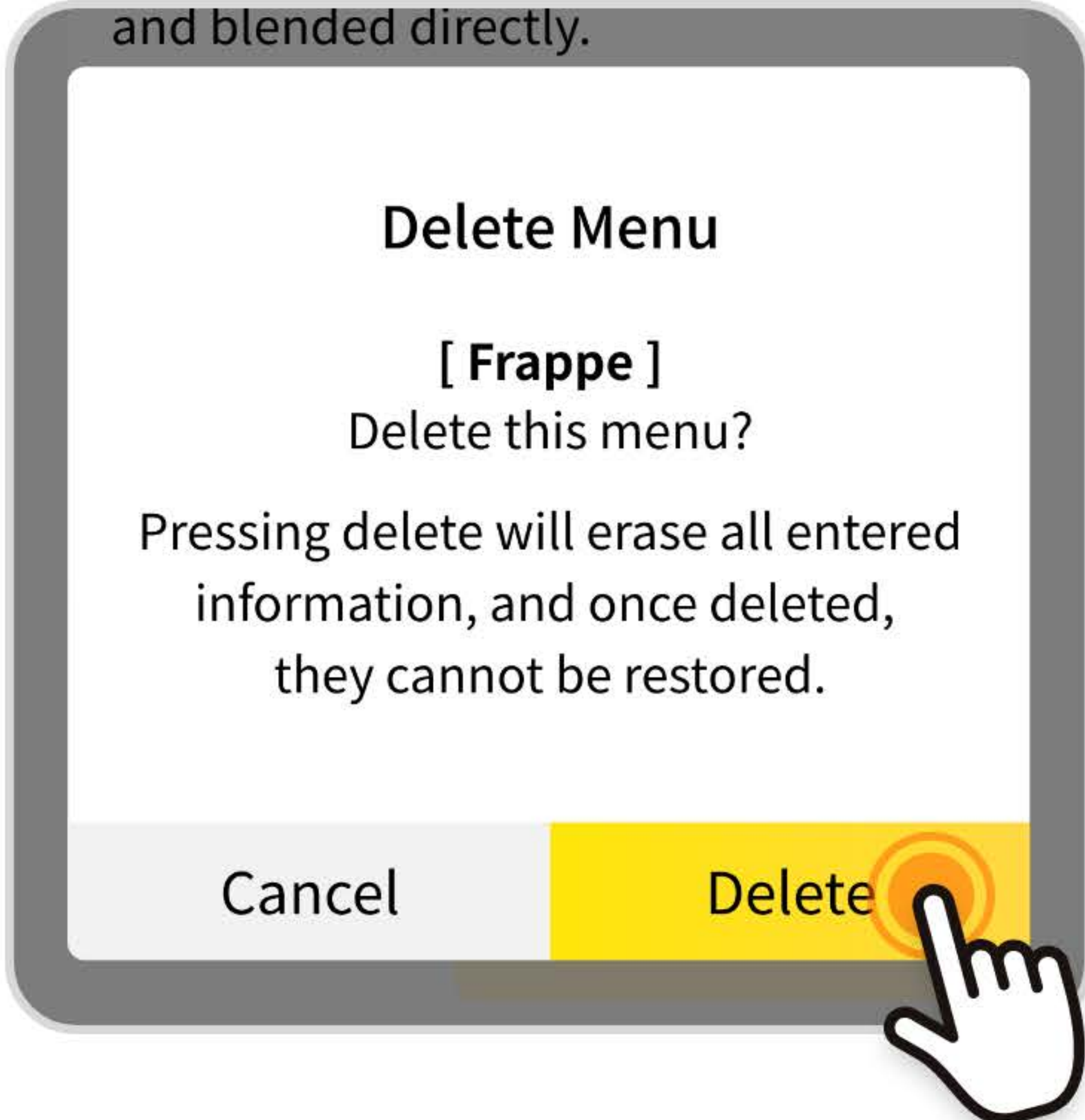
Select the **Menu** to for the menu to delete



Select **Delete** from the menu modifi screen



Check pop-up and select **Delete**



※ Deleted menus cannot be recovered.



# 4. Order Info Mgmt

**Tip** Register and use the customer's frequent calls in the call list.

4-1. View History

4-2. Reset Order History

4-3. View by Table

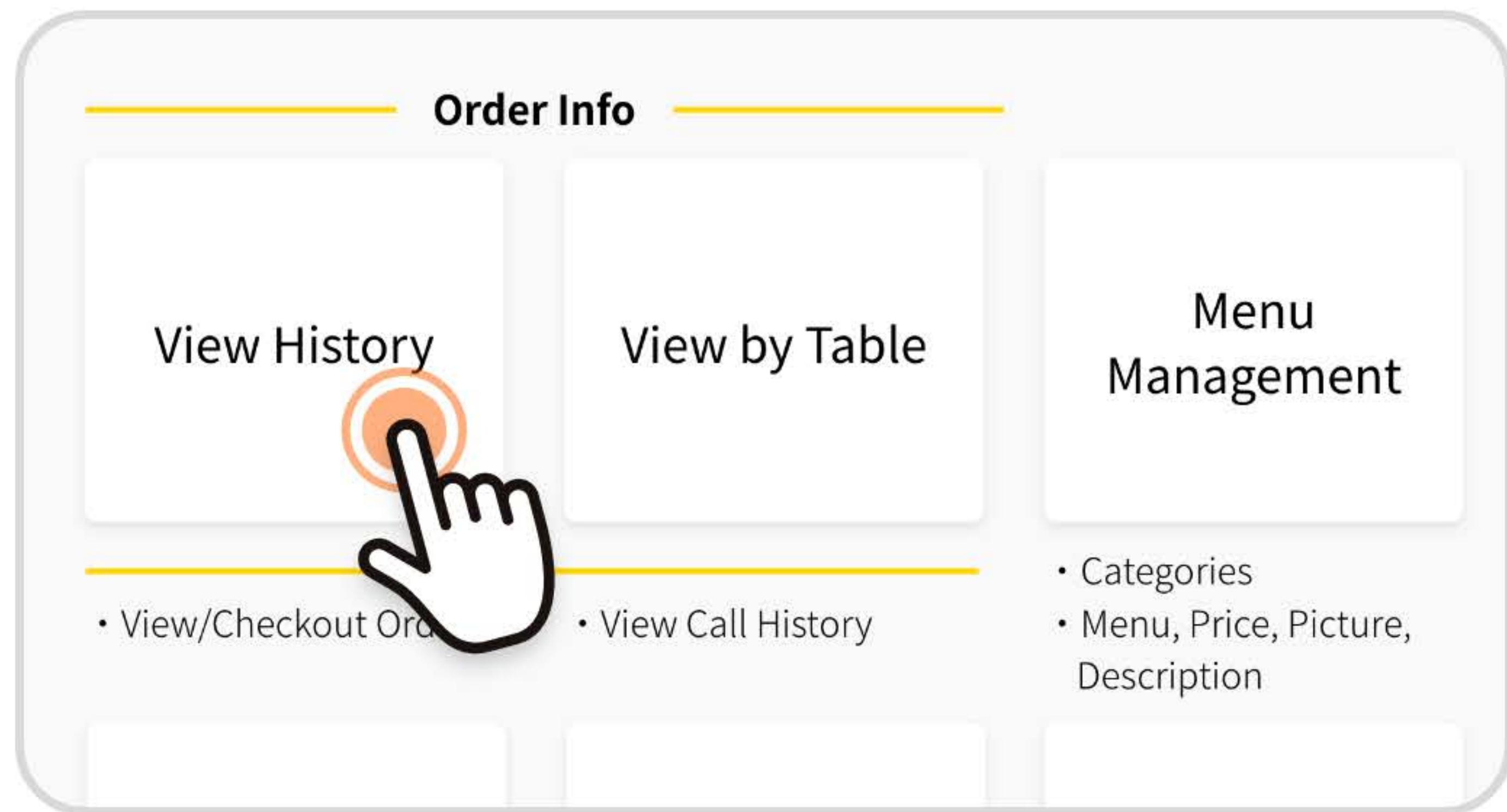
4-4. Manage Staff Call Lists



# 4-1. View History

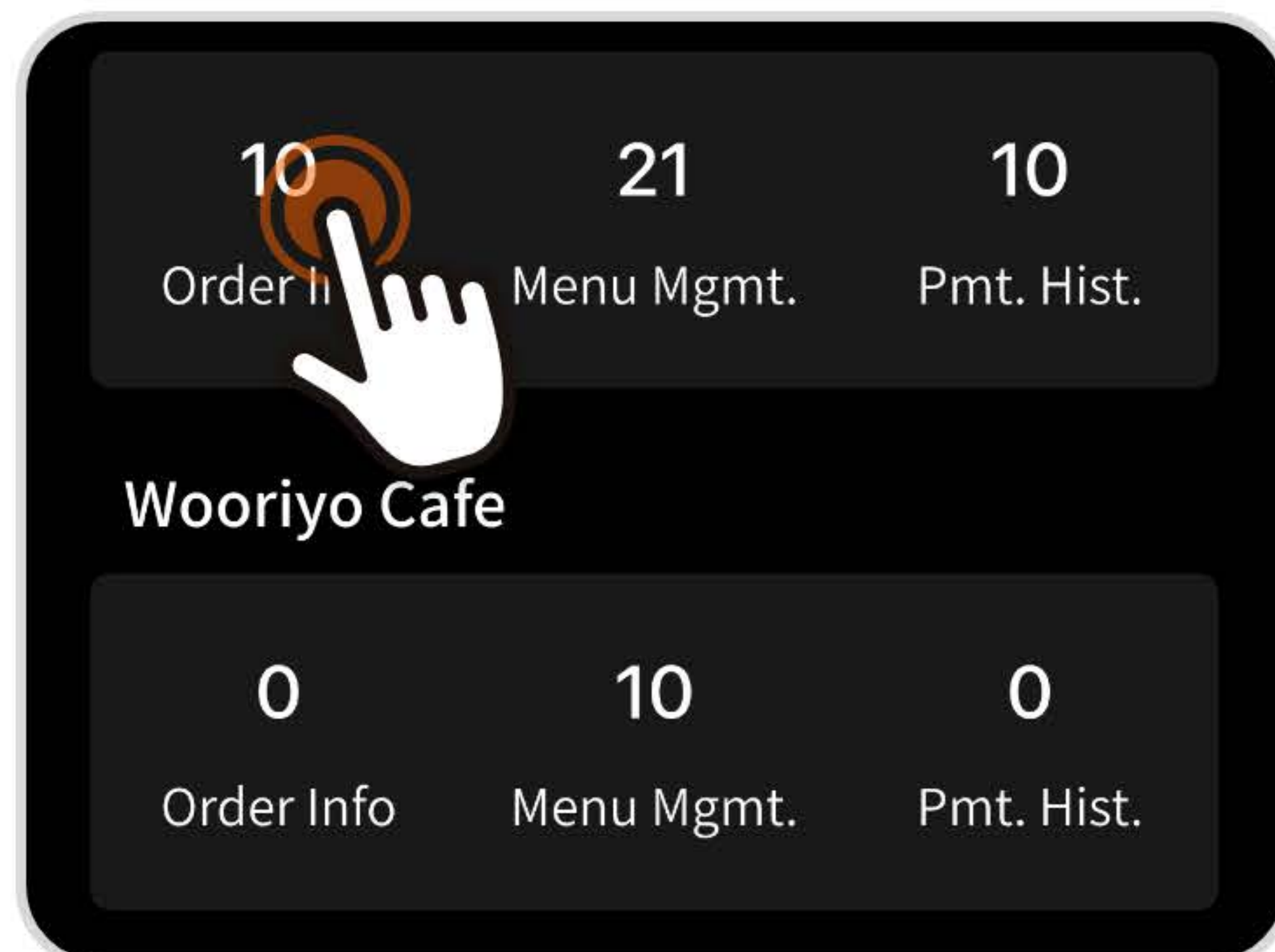
Mgmt. App

Select Store and select **View History**



< Tablet PC >

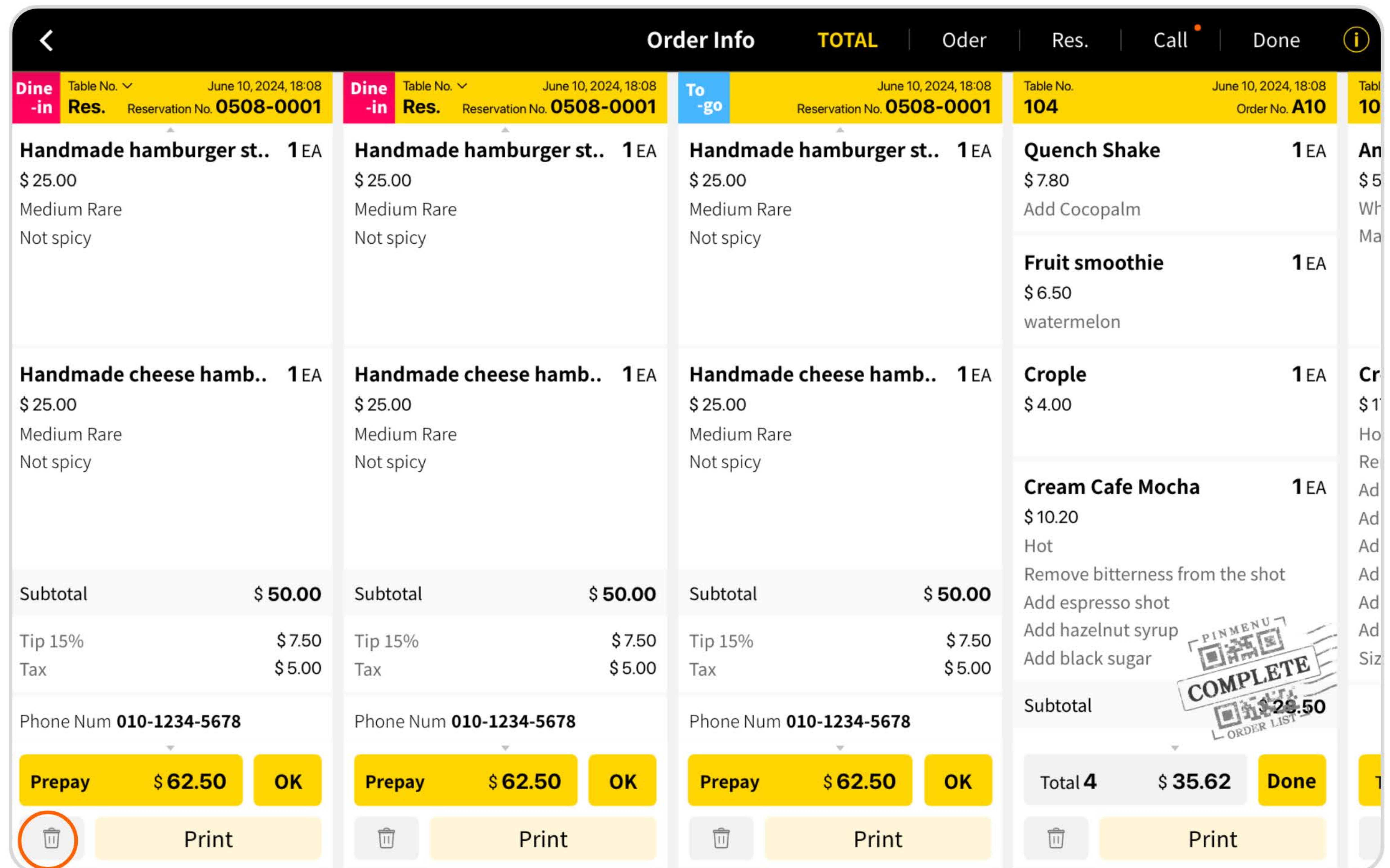
Select **Order Info** from the Main Screen



< Smartphone >

Check the **Order, Oeservation, Oall History** through the top tab / Select the **Trash Button** in the bottom left to delete the history

※ Deleted history cannot be recovered.

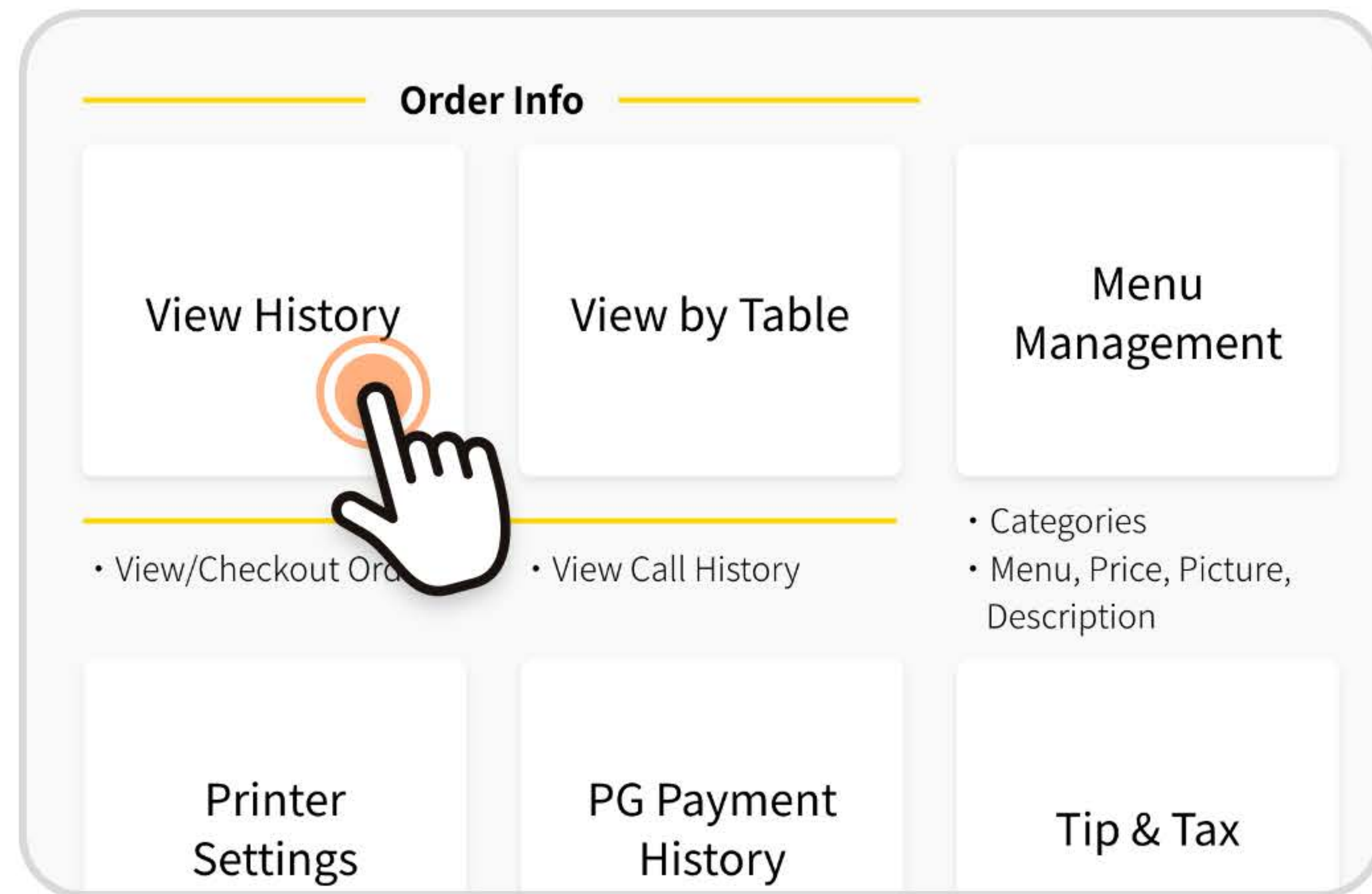




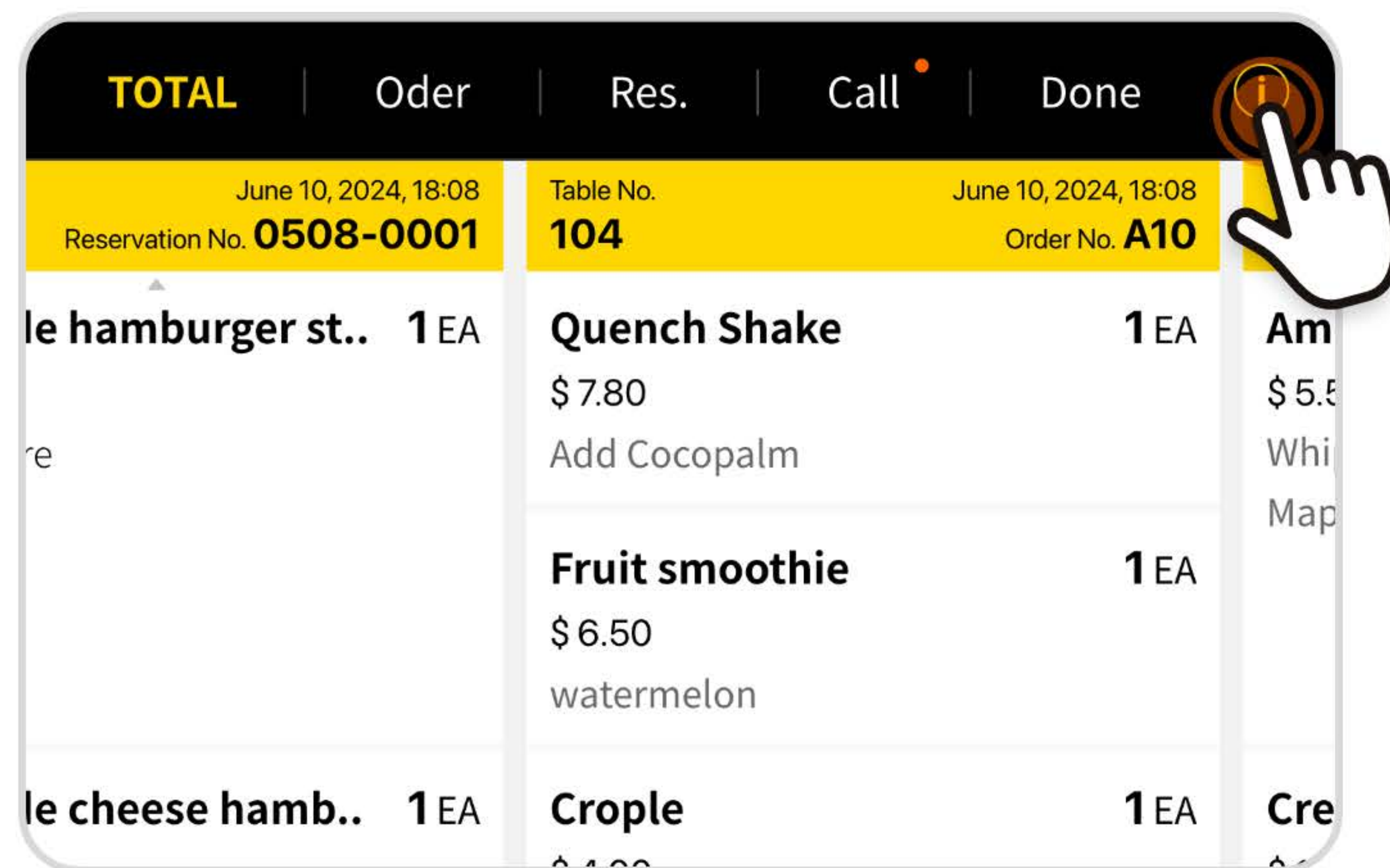
# 4-2. Reset Order History

Mgmt. App

Select Store and select **View History**



Select the upper right 'I' icon



Select **Reset Order and Call History** from the pop-up



※ Order information that has not been deleted will be stored for 3 days, and data that has passed 3 days will be deleted sequentially.

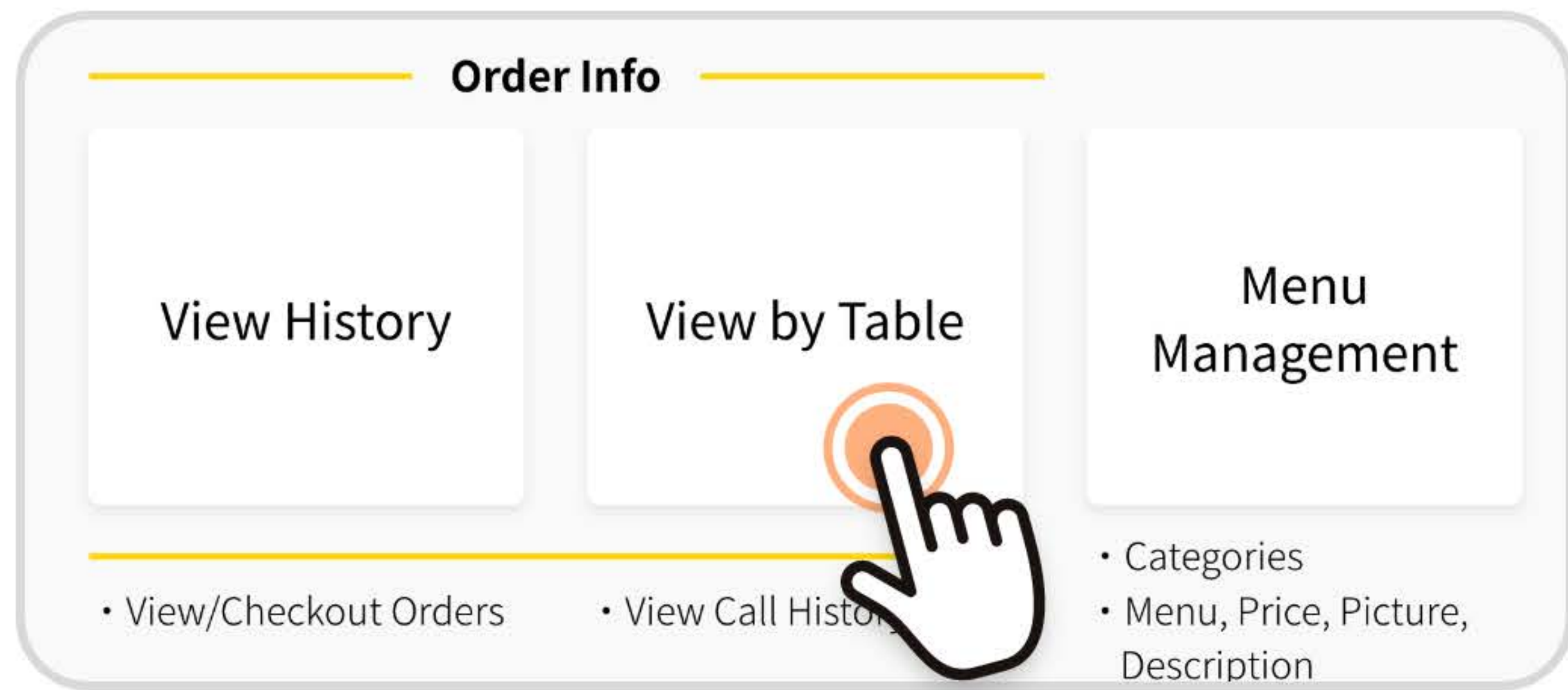


# 4-3. View by Table

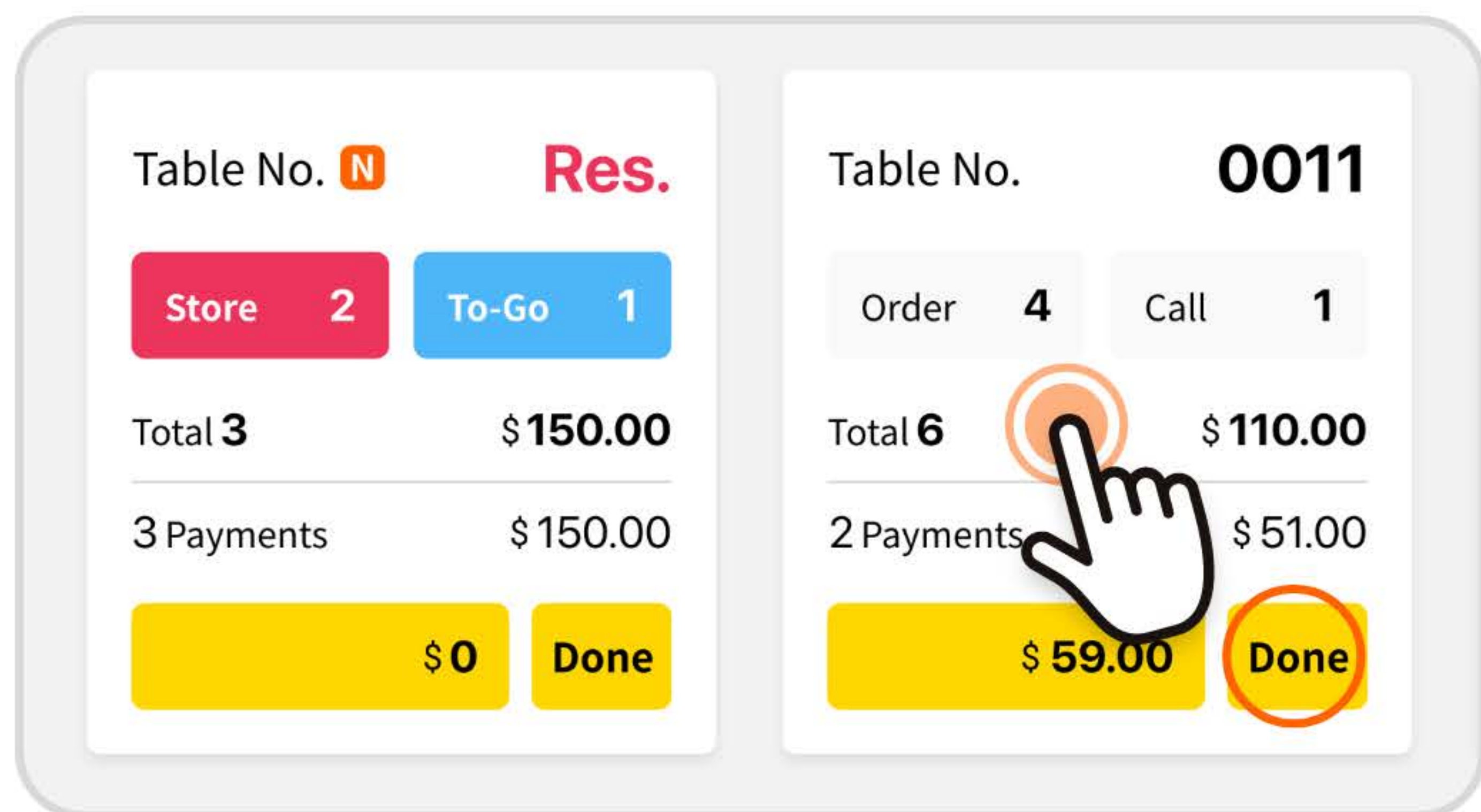
Smartphones are not supported

Mgmt. App

Select Store and select View by Table



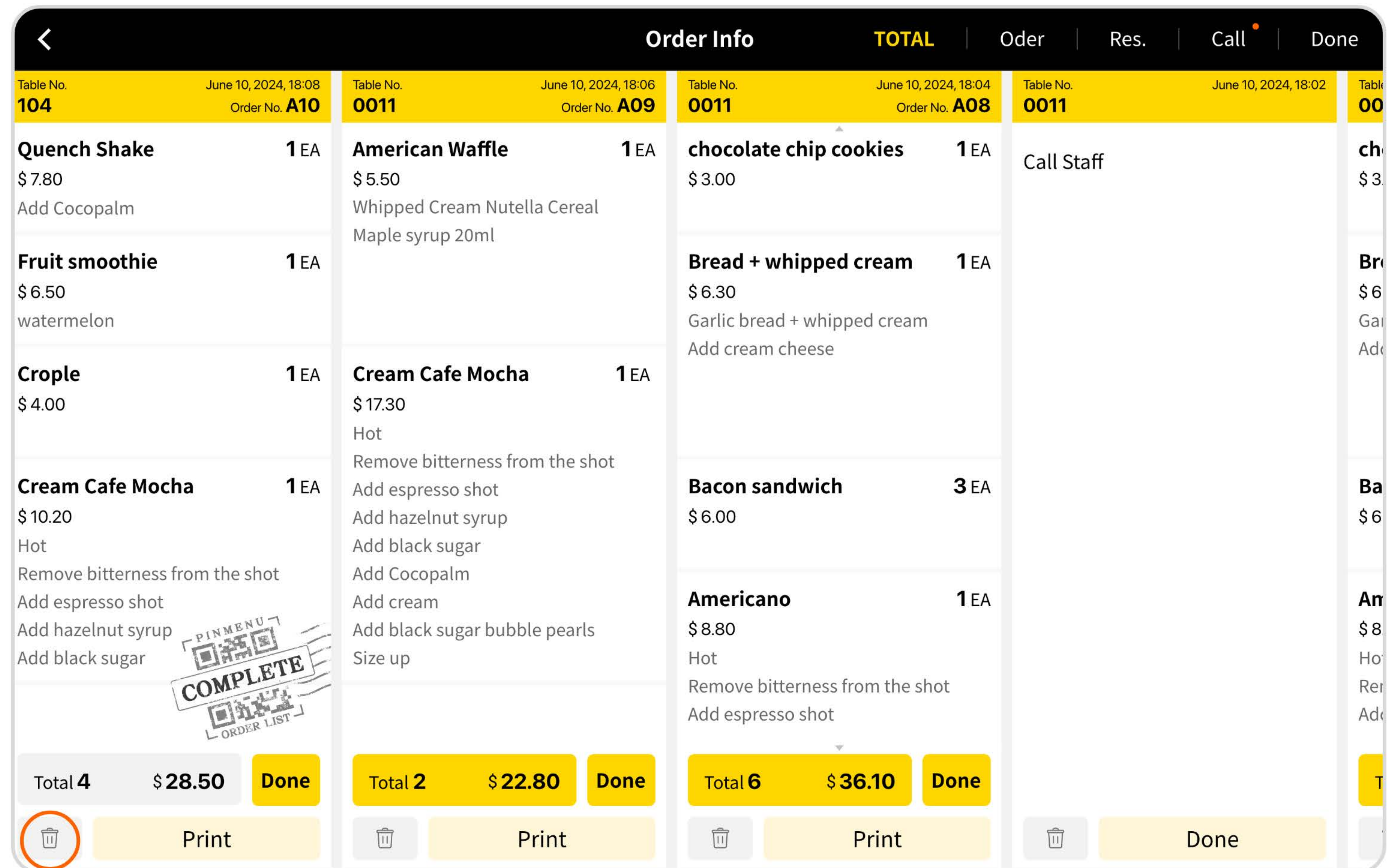
Select the Table you want to check



※ If you select Done on the Table Selection screen, all details are processed, and the table is not displayed in the table-by-table view.

Check the Order, Oeservation, Oall History through the top tab / Select the Trash Button in the bottom left to delete the history

※ Deleted history cannot be recovered.



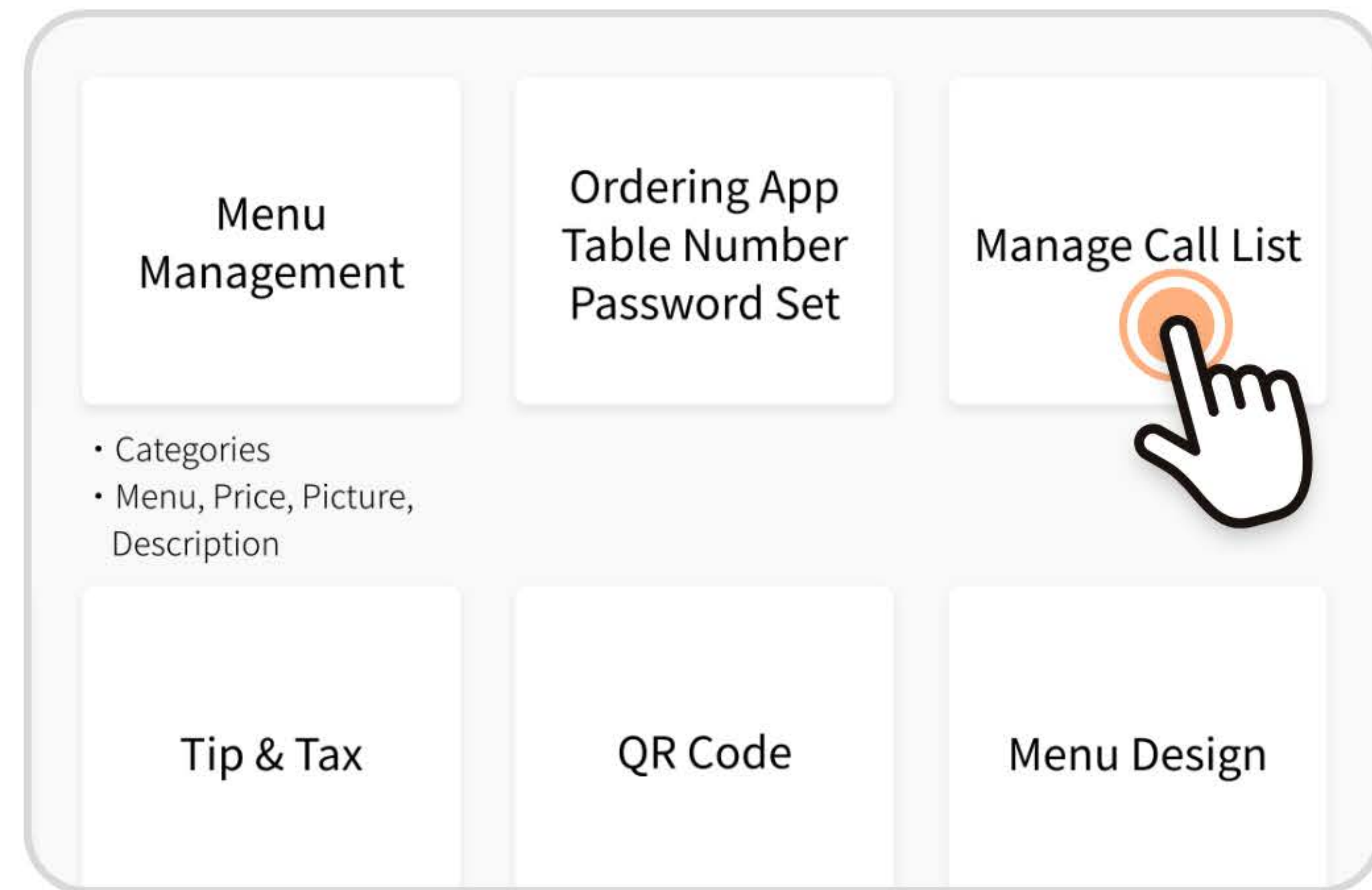


# 4-4. Manage Staff Call Lists

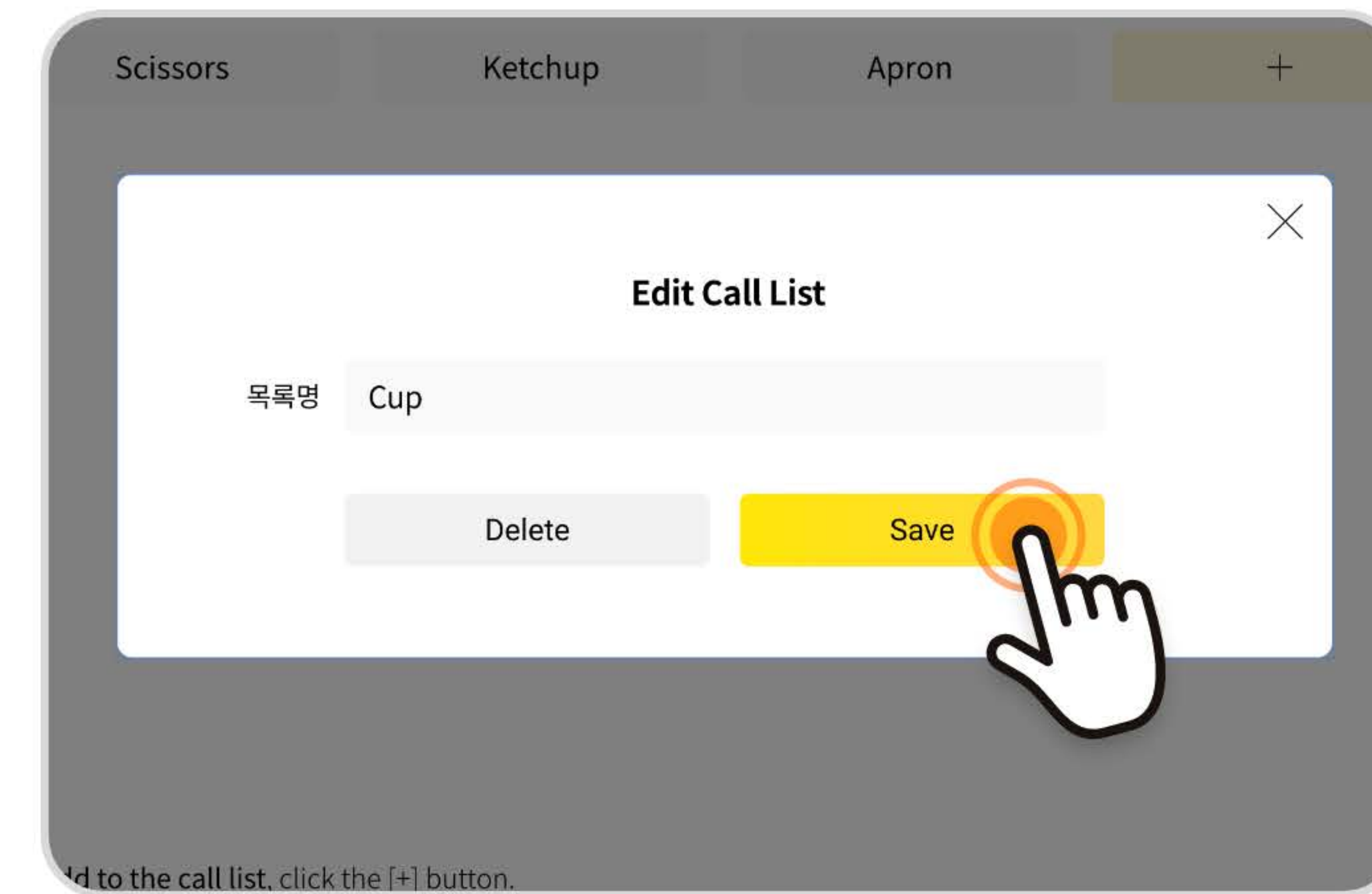
Smartphones are not supported

Mgmt. App

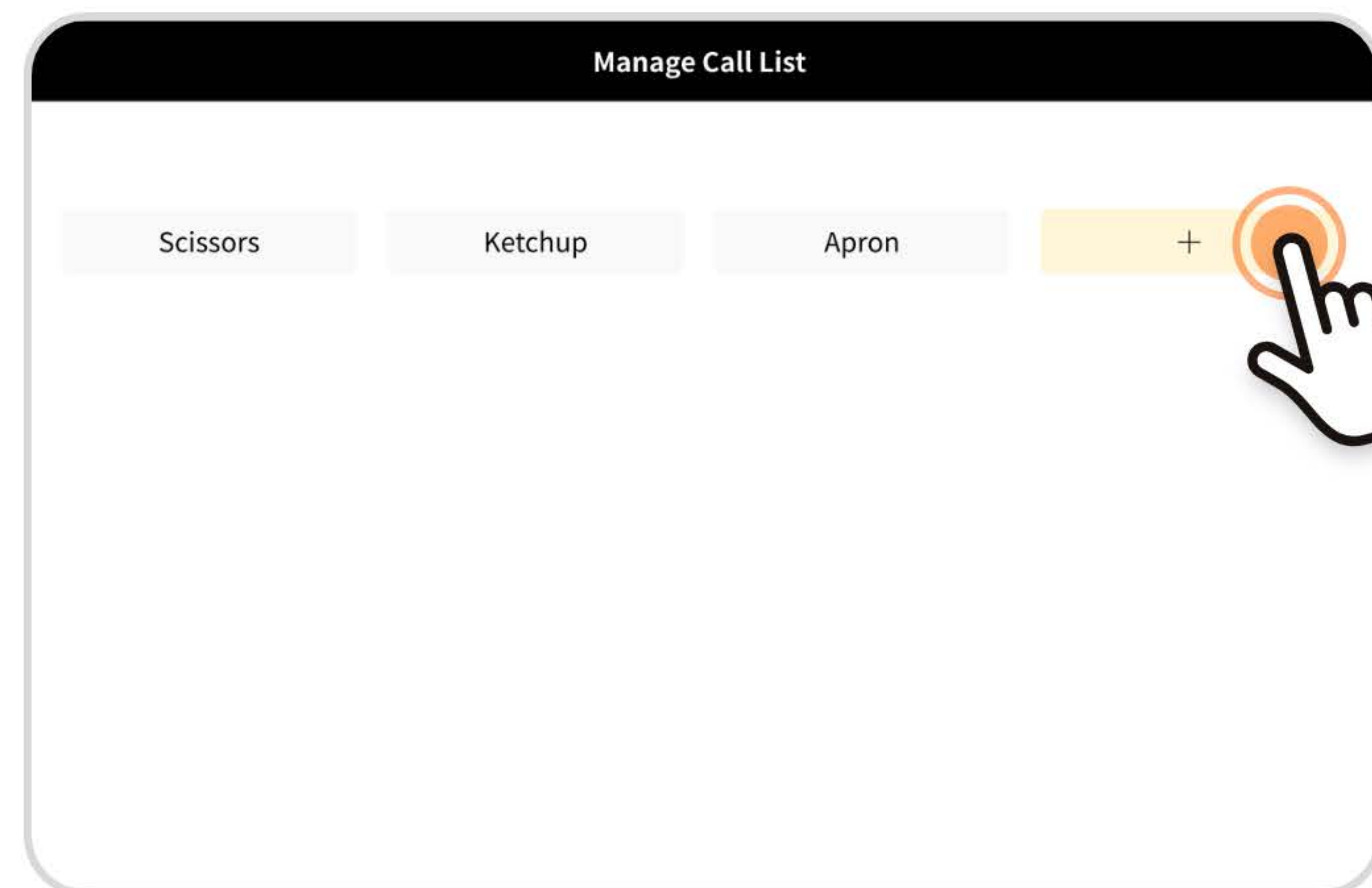
Select Store and select **Manage Call List**



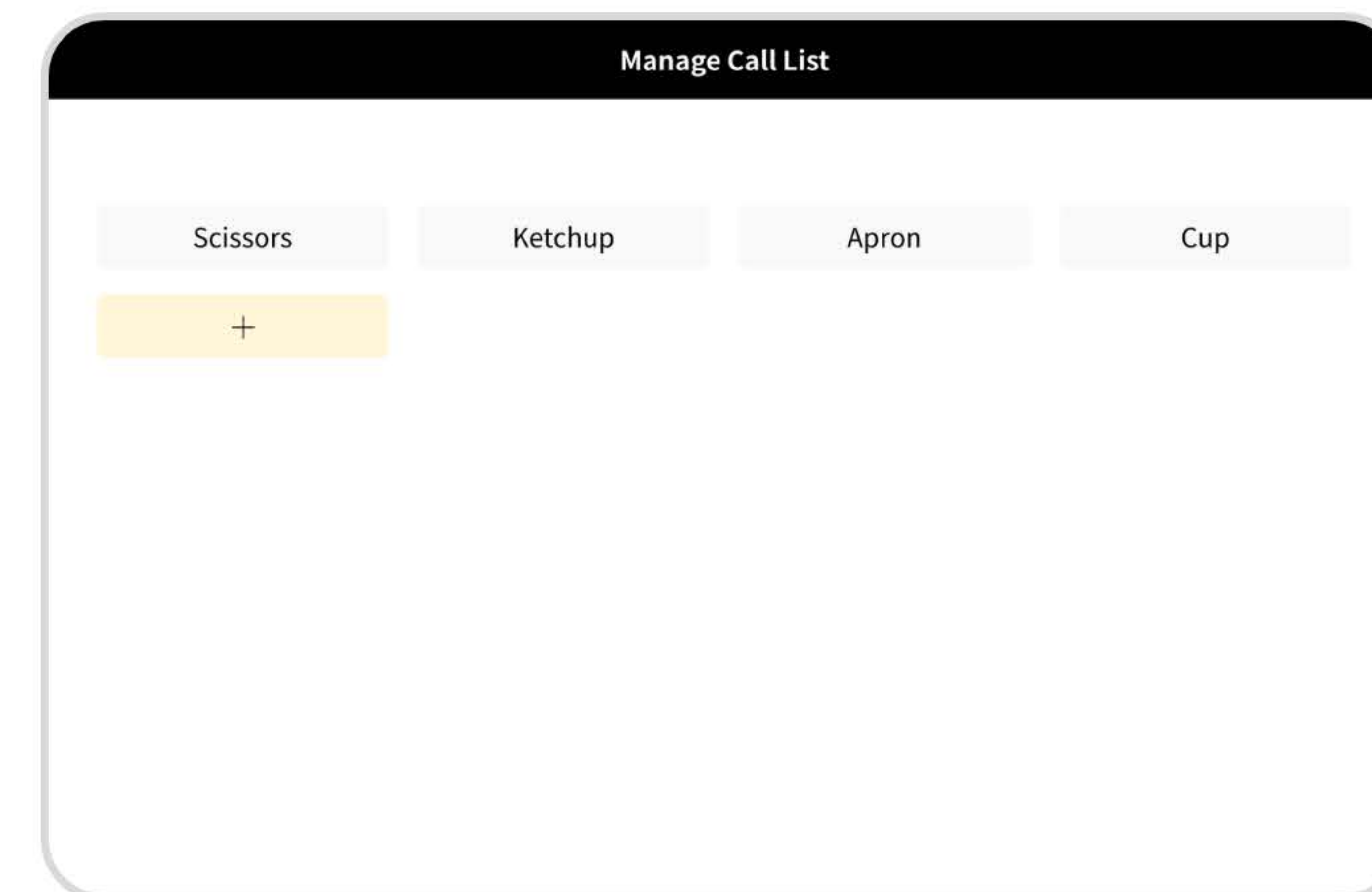
Add and Modify and select **Save**



Select the **'+' Button** in **Manage Call List**



Check the list you added and modified





# 5. Set Table Number

**Tip** Use a separate password to prevent customers from easily changing the table number.

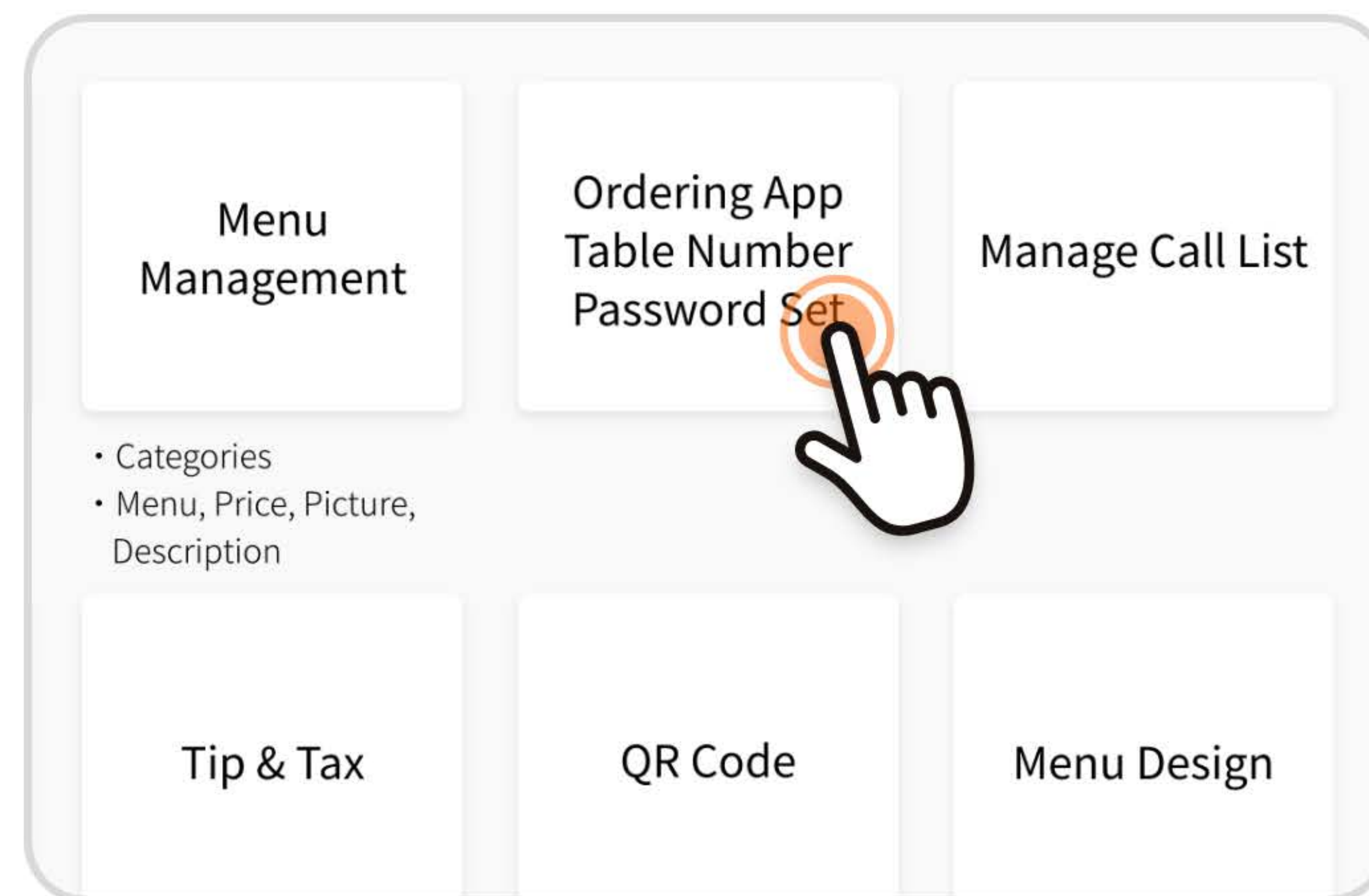
5-1. Table Number Password Set

5-2. Order App Table Number Set



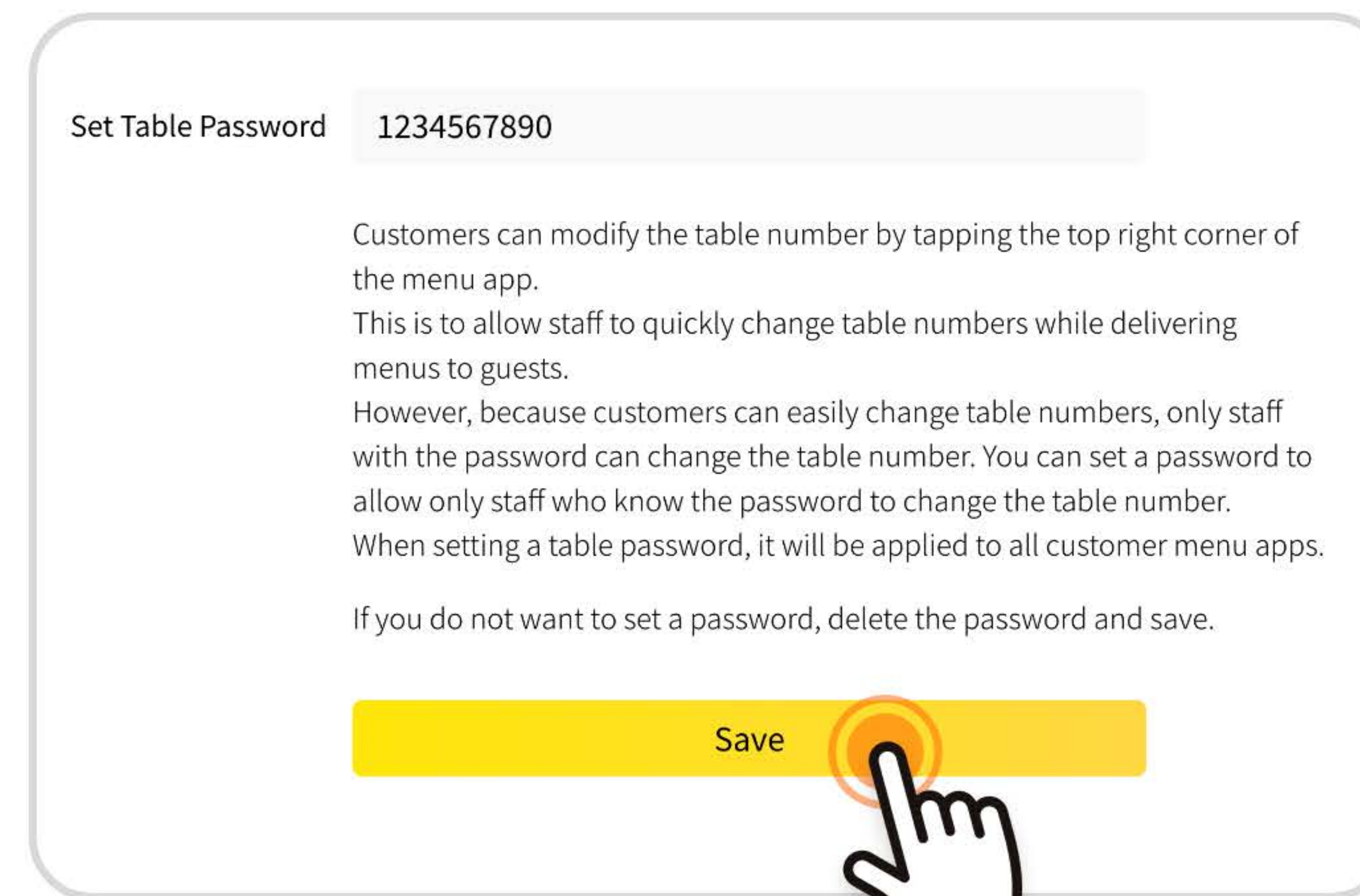
# 5-1. Table Number Password Set

## Select Store and select Ordering App Table Number Password Set



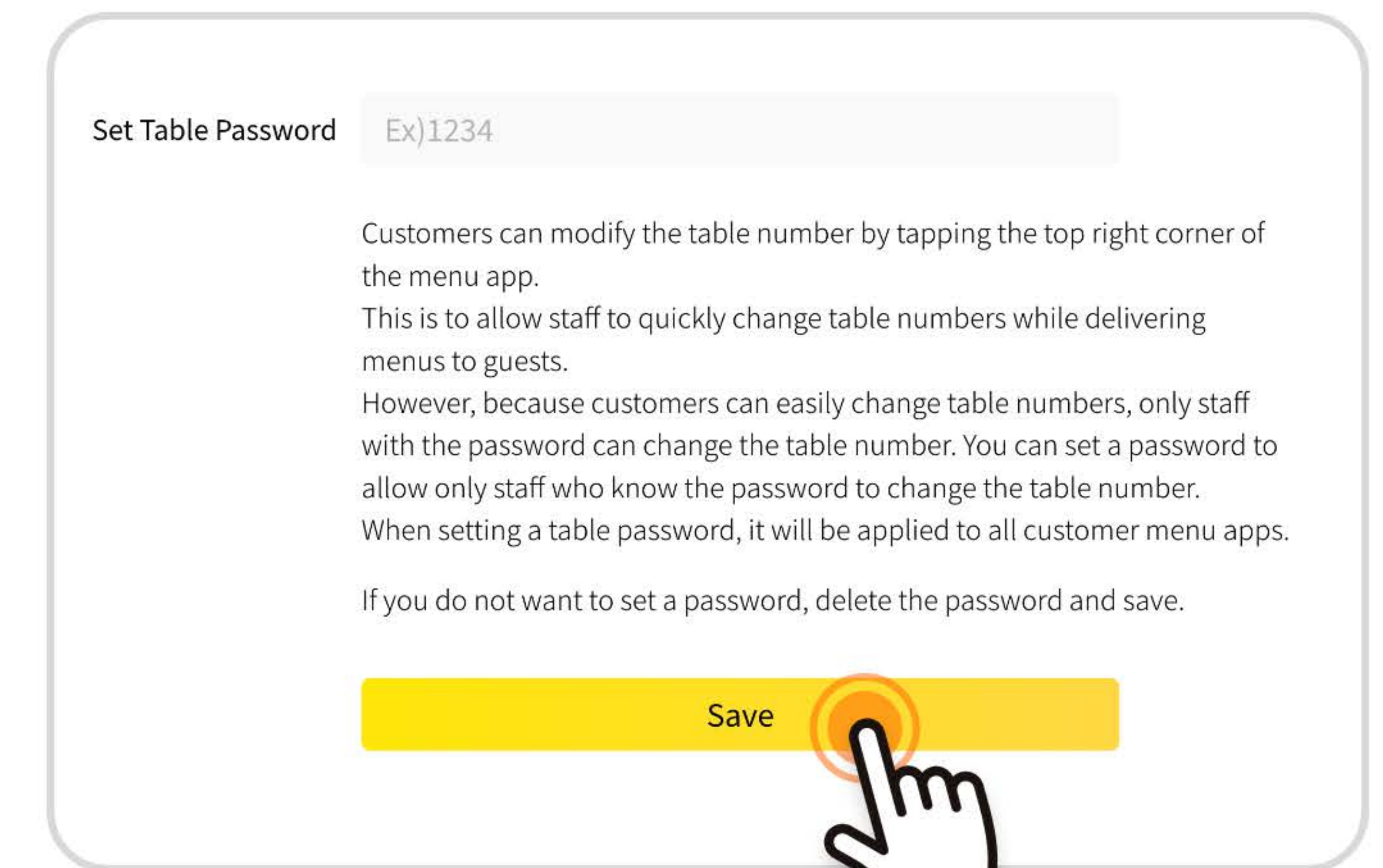
[ Password Set ]

## Enter Password and select Save



[ Password Not Set ]

## Delete Password and select Save



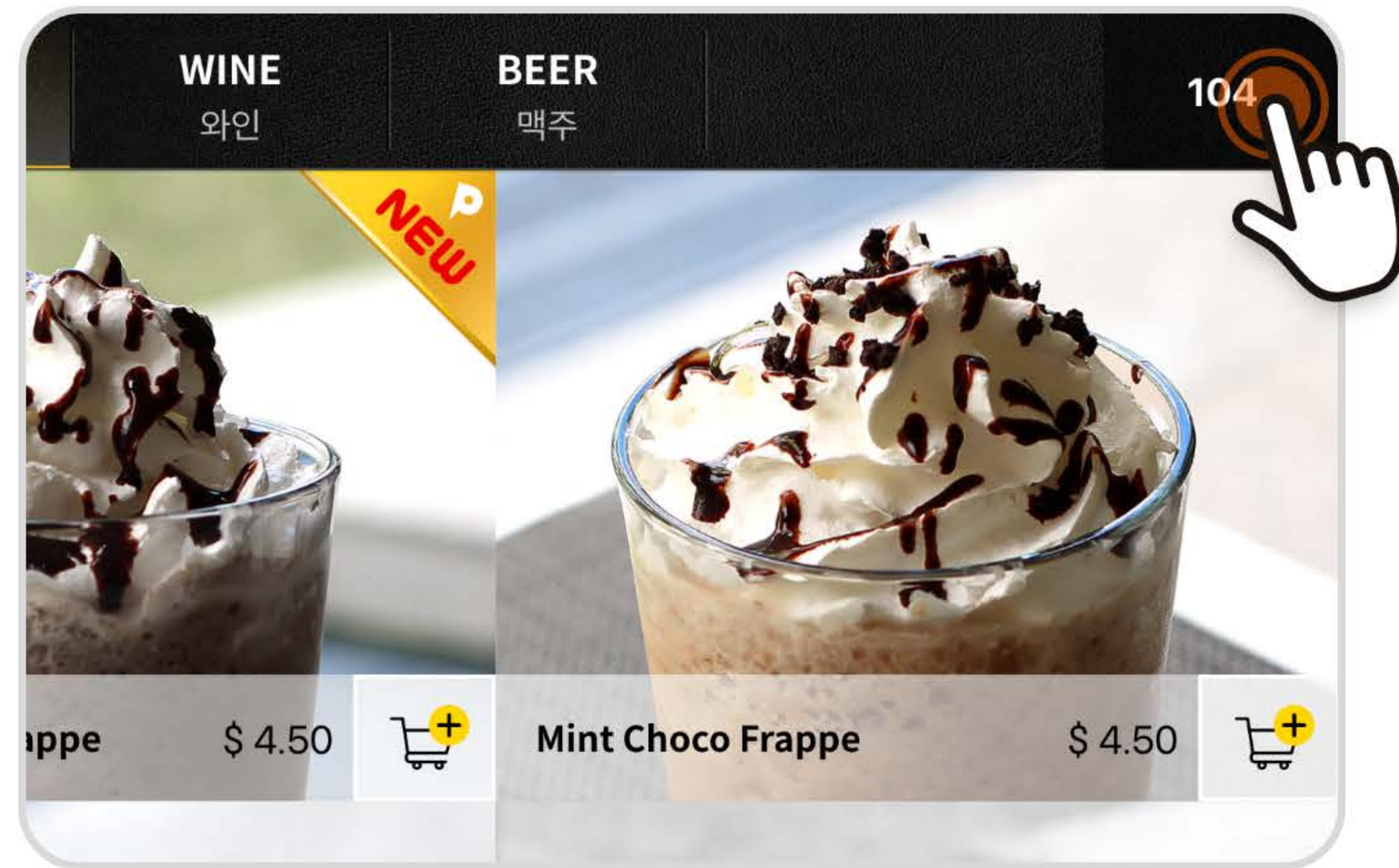
※ If you delete all passwords and save them, you can change the table number without entering the password in the ordering app.



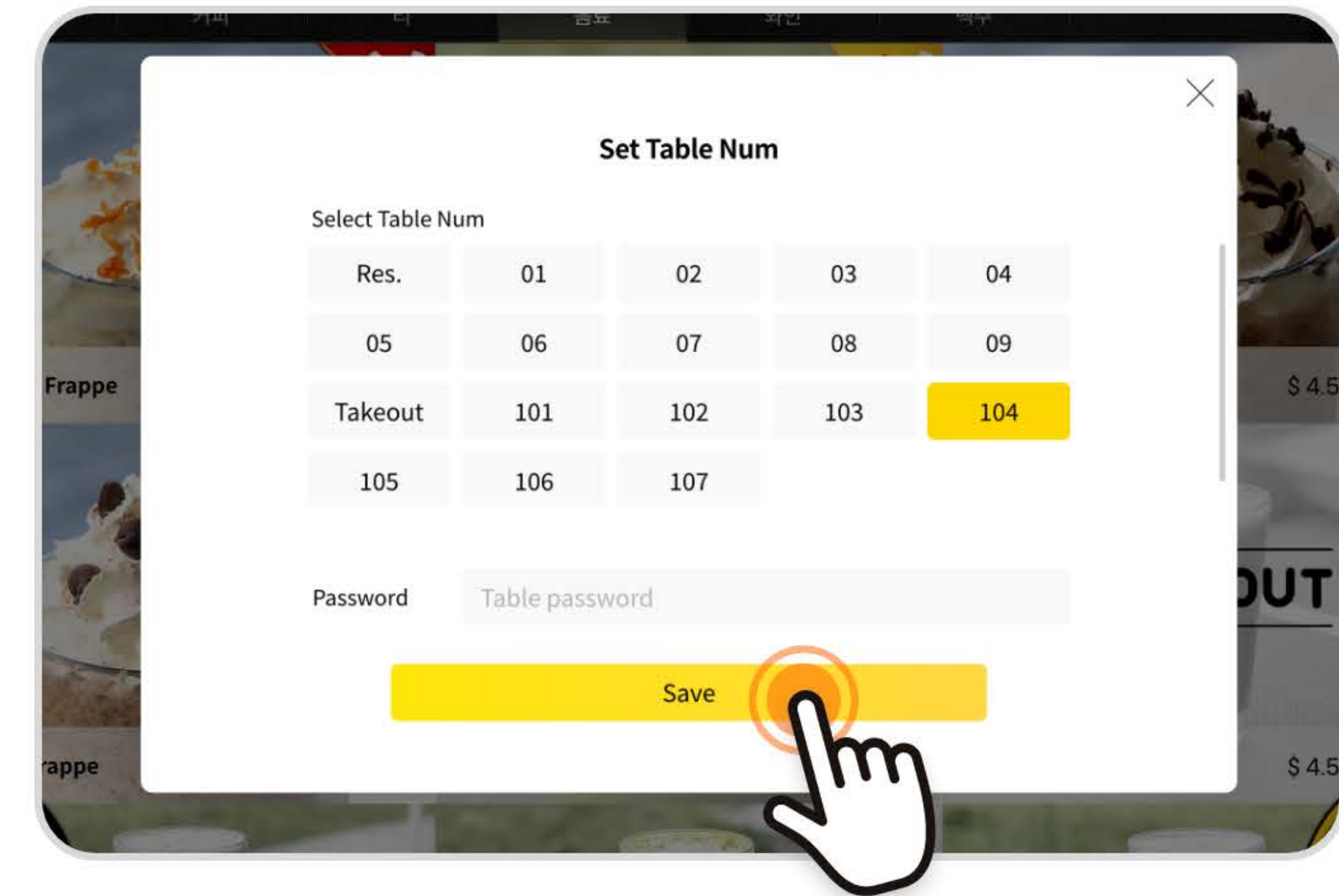
# 5-2. Order App Table Number Set

Order App

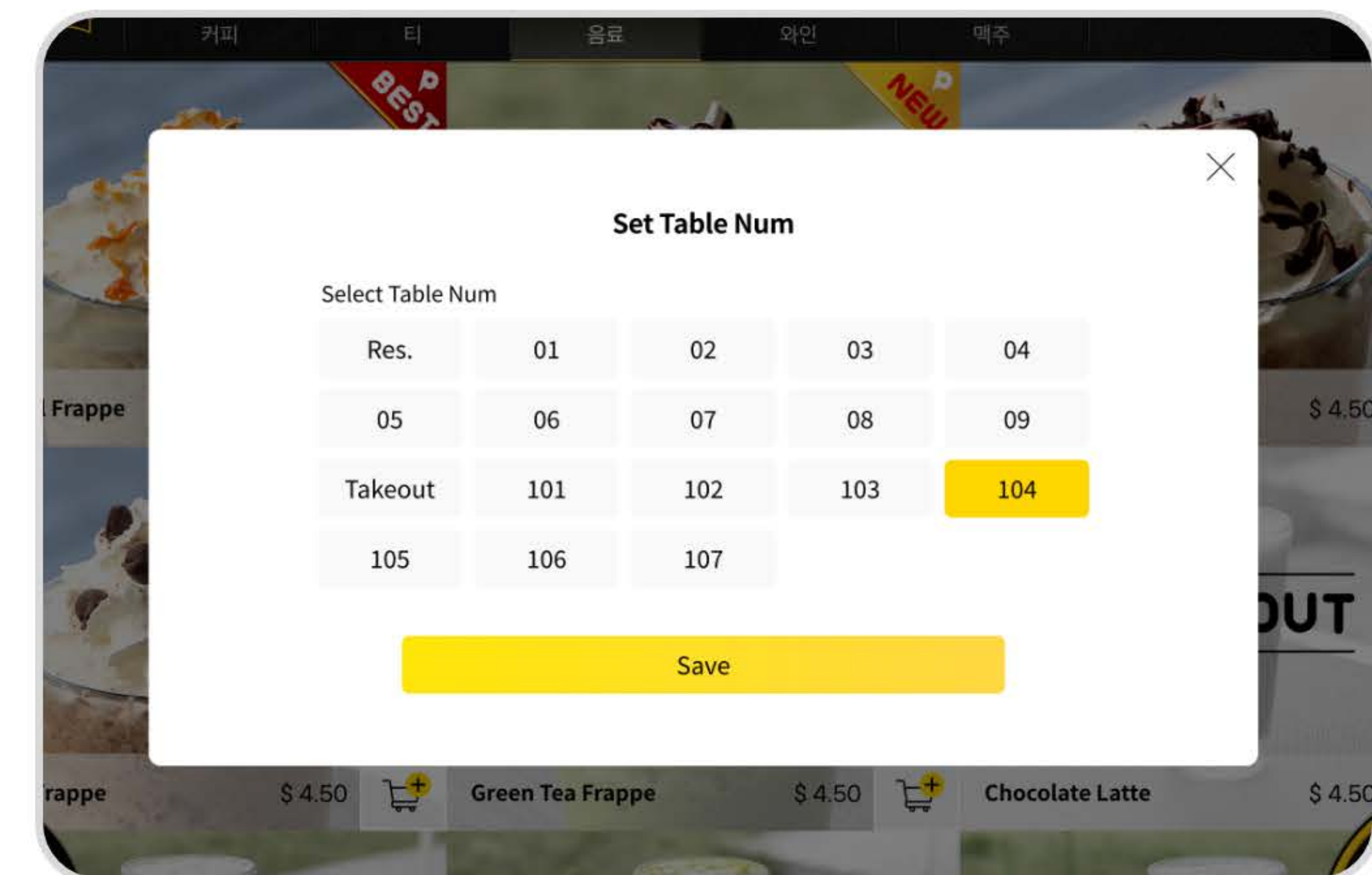
## Long Press Table Number



## Select **Table Number** to change **Enter Password** and select **Save**



※ If you haven't set a password,  
The password entry box is not visible.





# 6. Set Menu Design

**Tip** Set the menu to suit the atmosphere of the store.

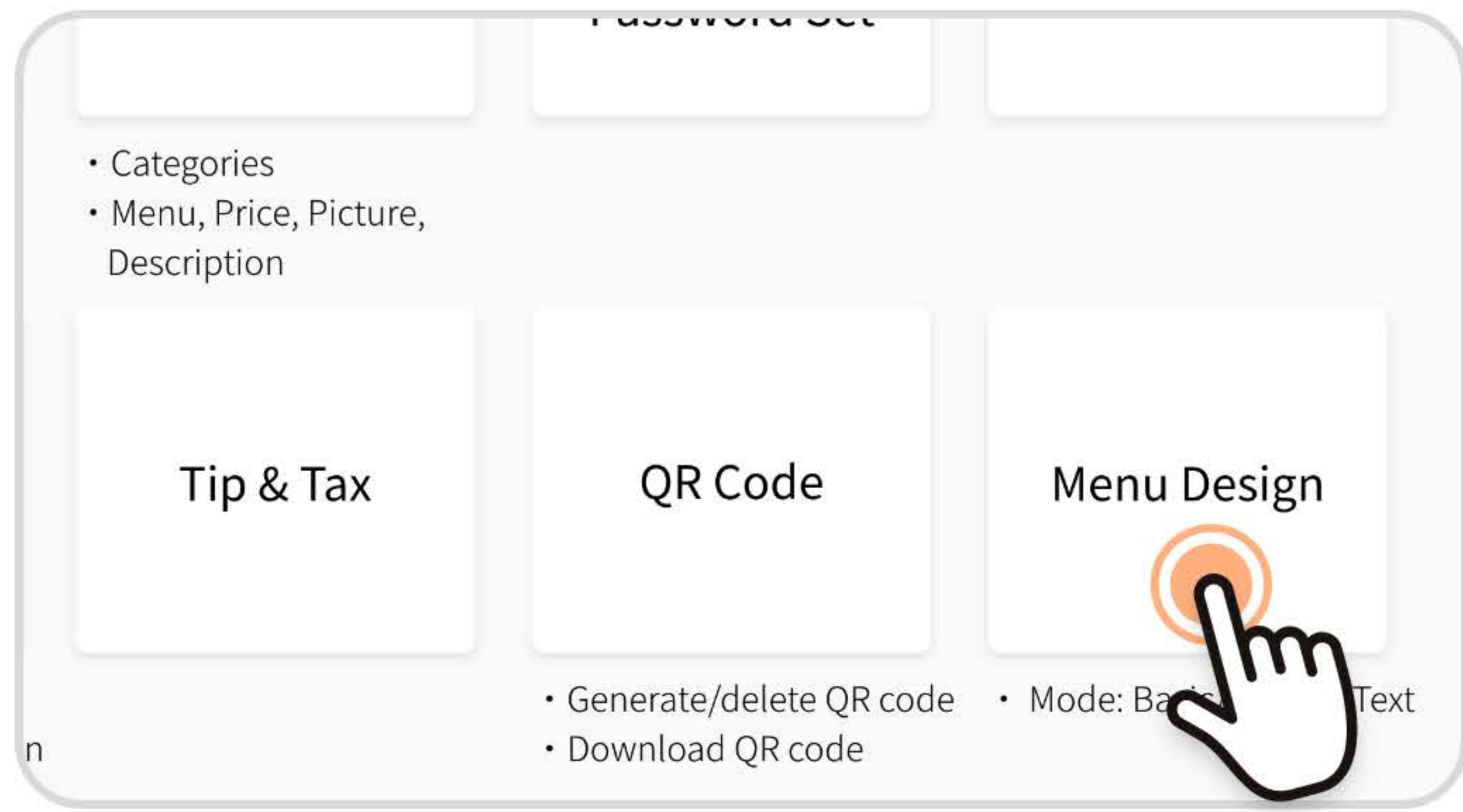
6-1. Select Viewer Mode(Basic, Picture, Text)



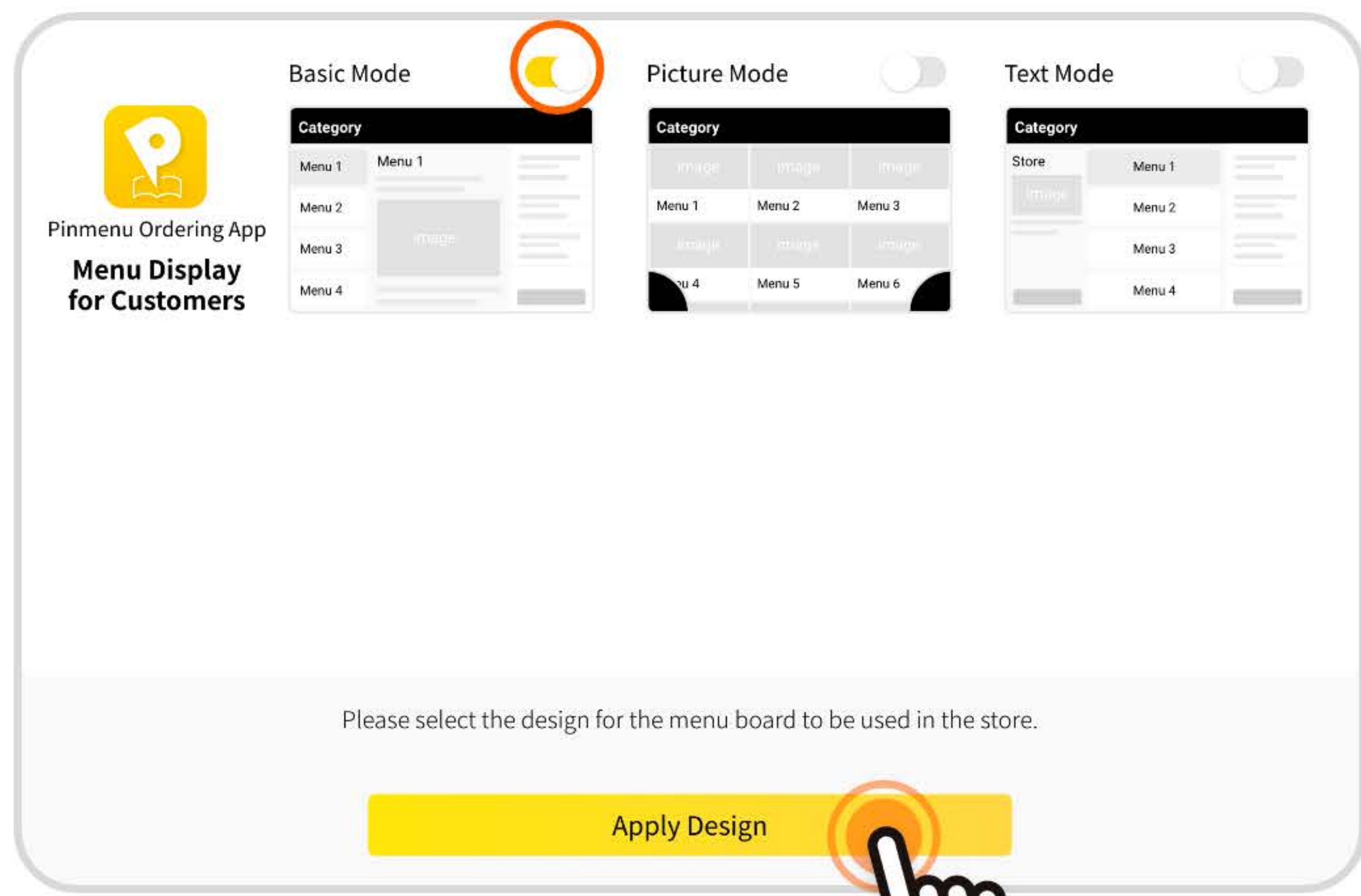
# 6-1. Set Menu Design (Tablet PC)

Mgmt. App

## Select Store and Select Menu Design



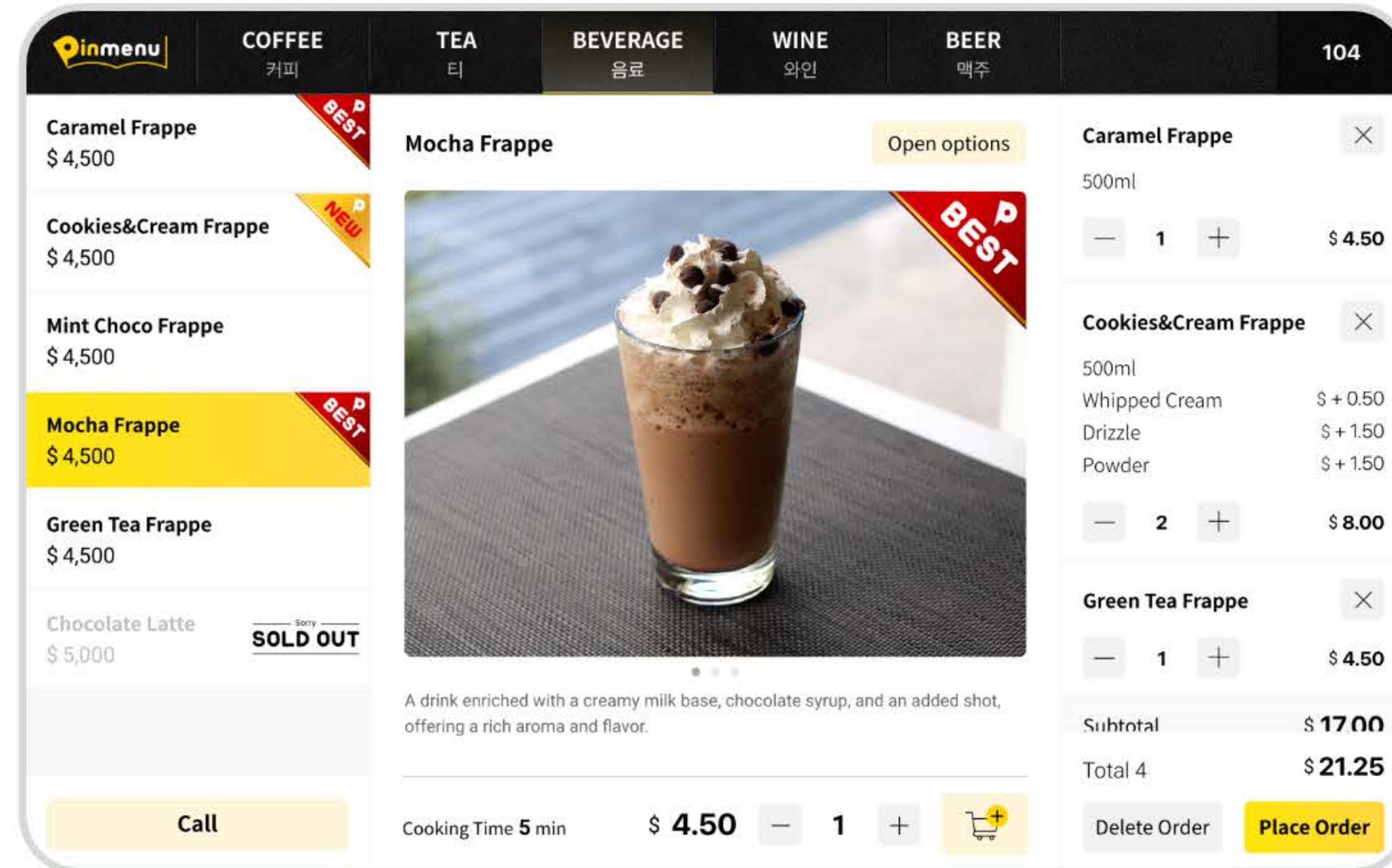
## Select the Mode you want and select Apply Design



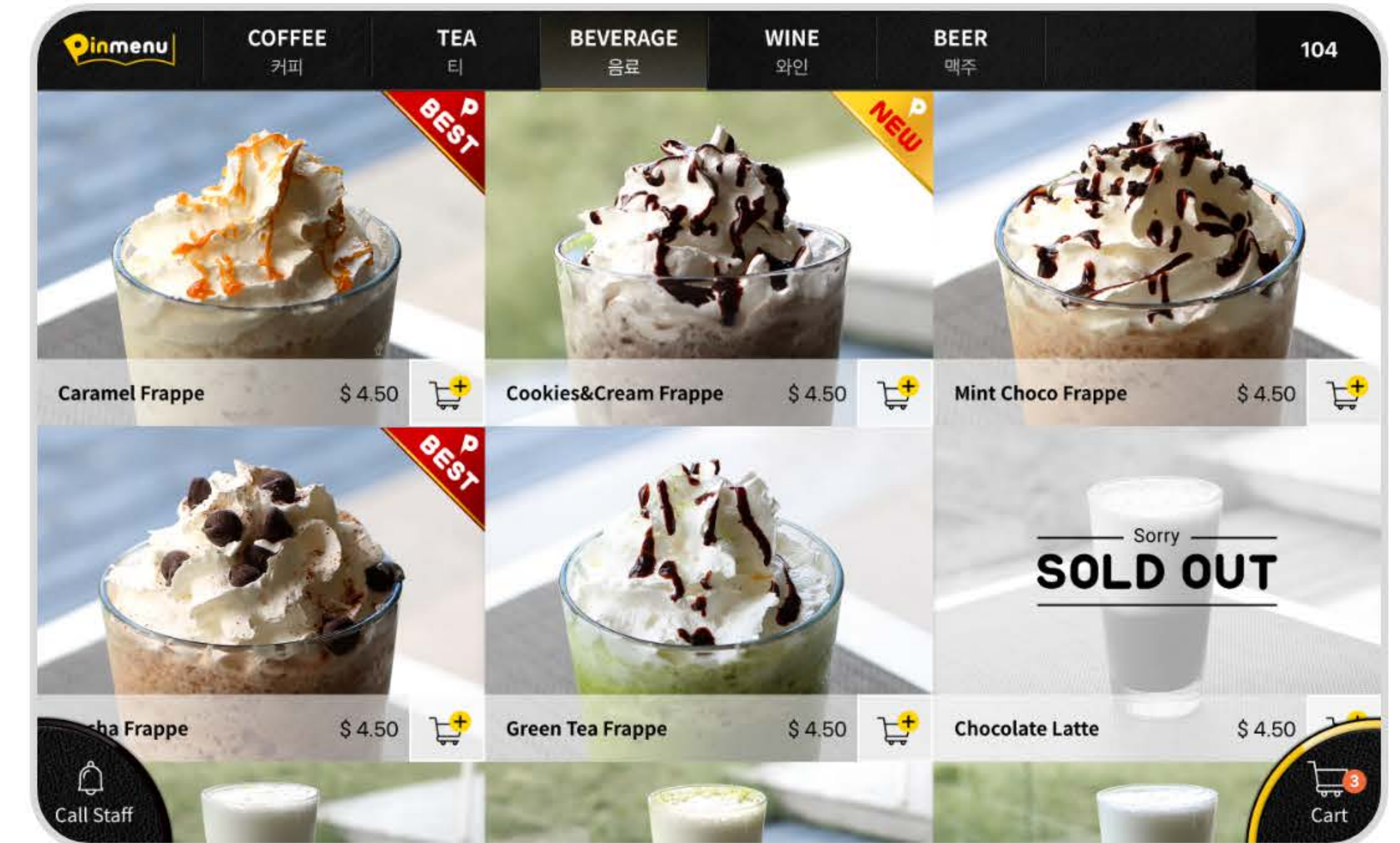
Order App

Changed designs can be found in the Order App/ QR Order

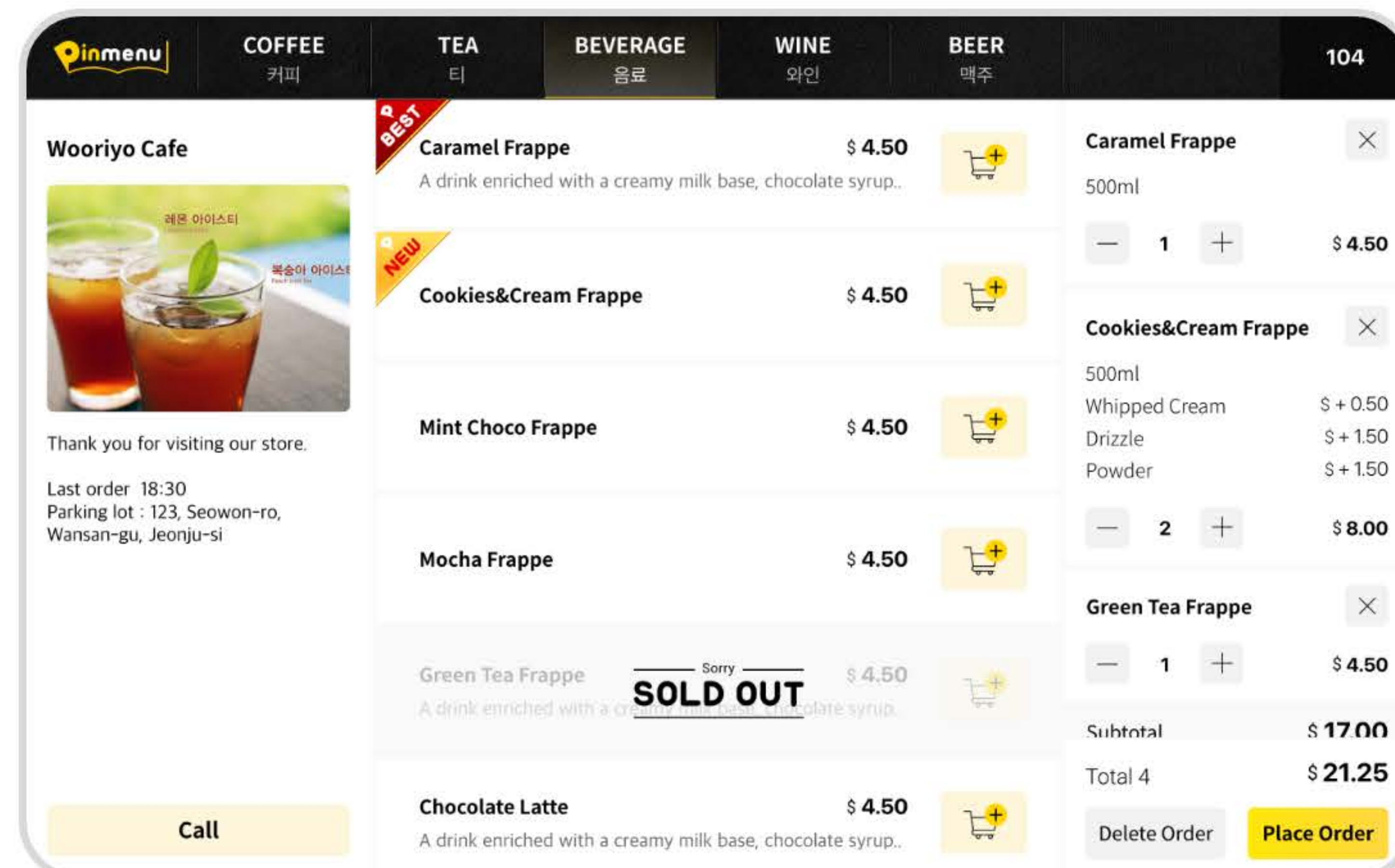
※ QR Order does not support the Basic Mode. (When applying Basic Mode, QR Order is displayed as Picture Mode)



< Basic Mode >



< Picture Mode >



< Text Mode >



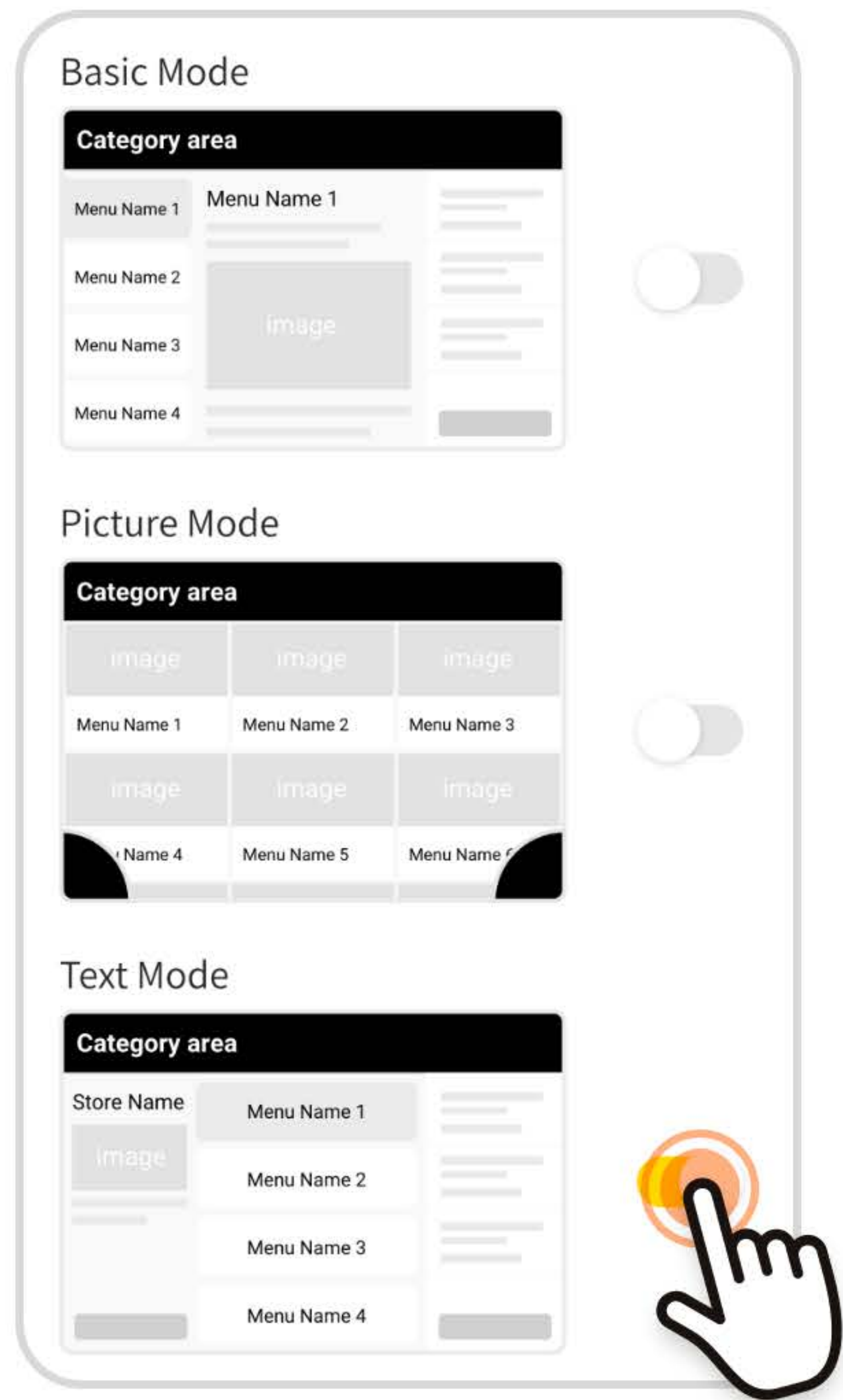
# 6-1. Set Menu Design(Smartphone)

Mgmt. App

Select **More** View on Main Screen  
Select **Mode Set** and select **Store**



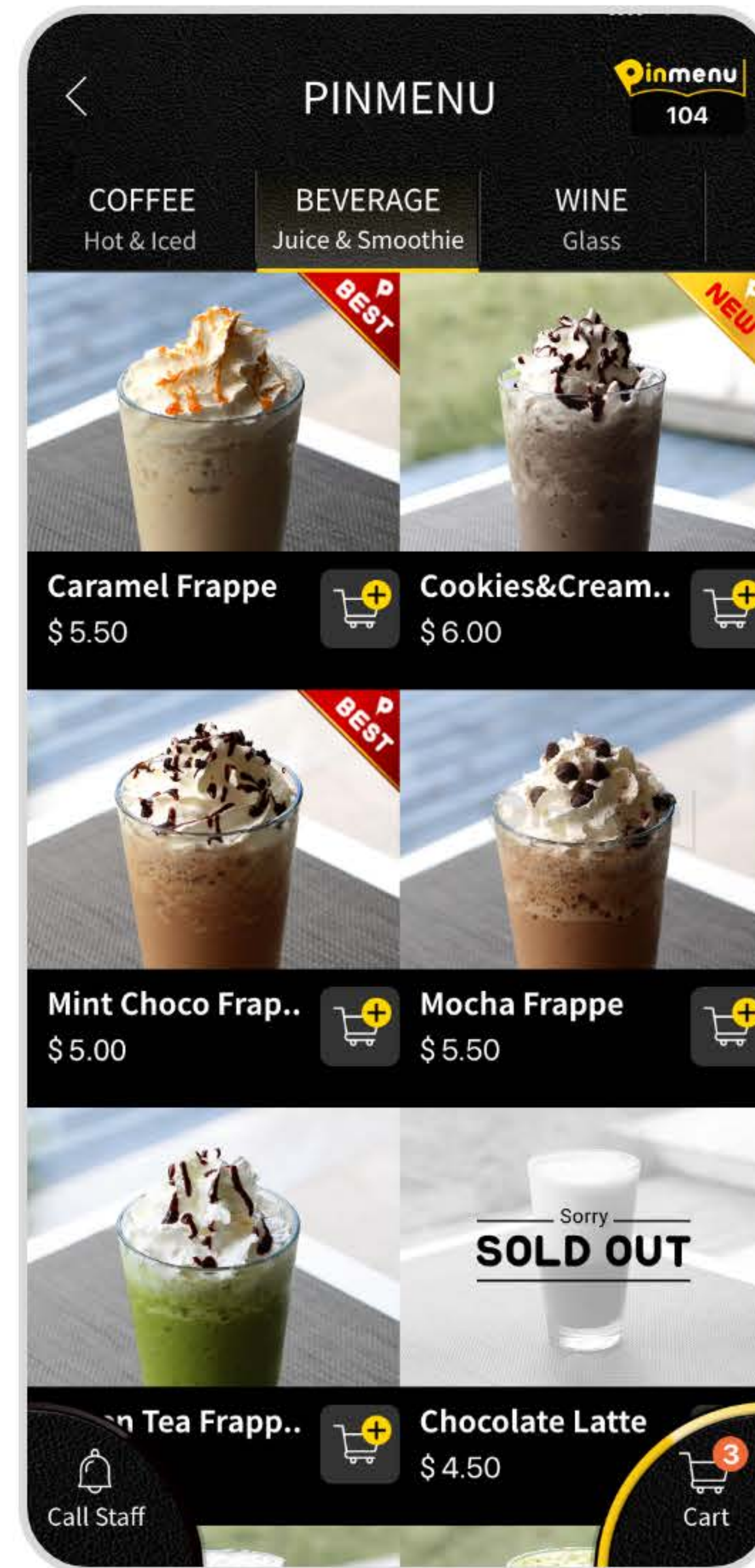
Select the **Mode** you want



Customer Smartphone

Changed designs can be found in the Order App/ QR Order

※ QR Order does not support the Basic Mode. (When applying Basic Mode, QR Order is displayed as Picture Mode)



< Picture Mode >



< Text Mode >



# 7. Set Printer

**Tip** If you have multiple kitchens, try setting the output differently for each kitchen.  
(Update scheduled)

7-1. Managing Printer Connection

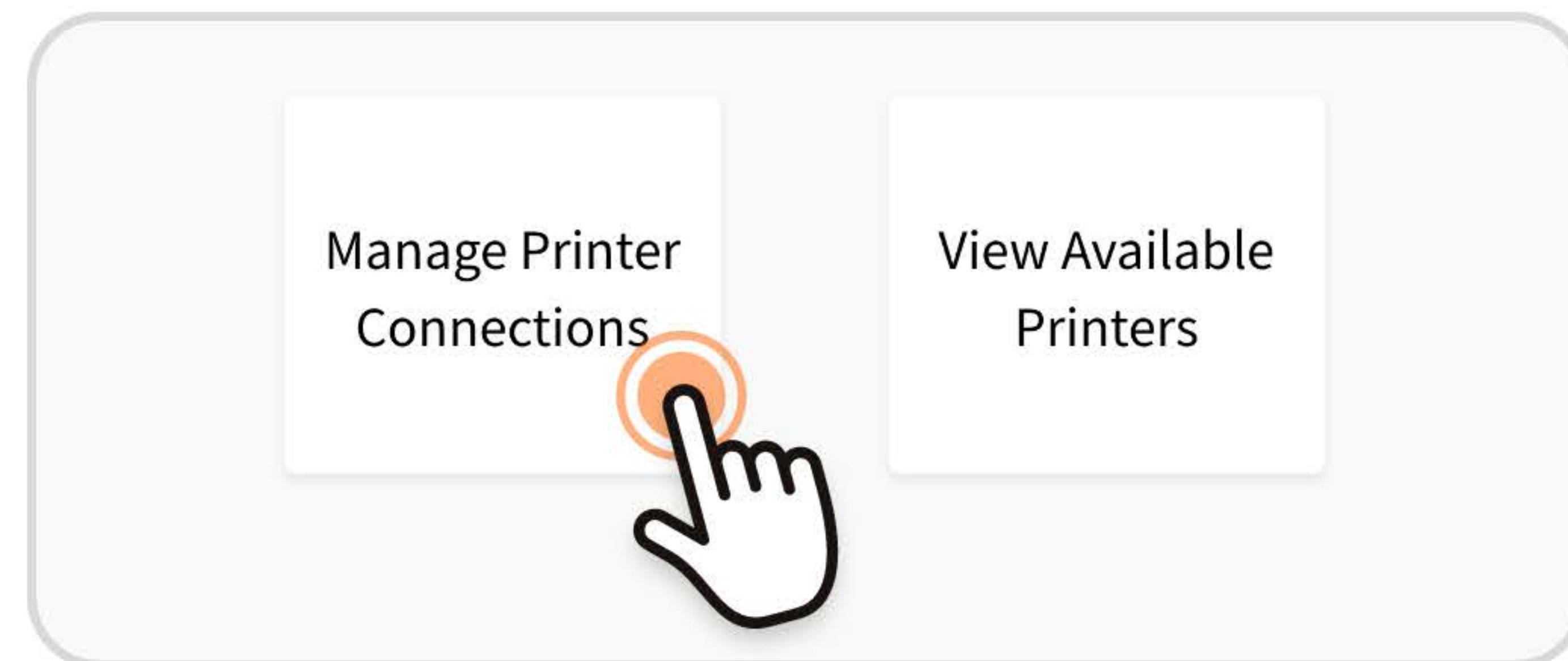


# 7-1. Managing Printer Connection

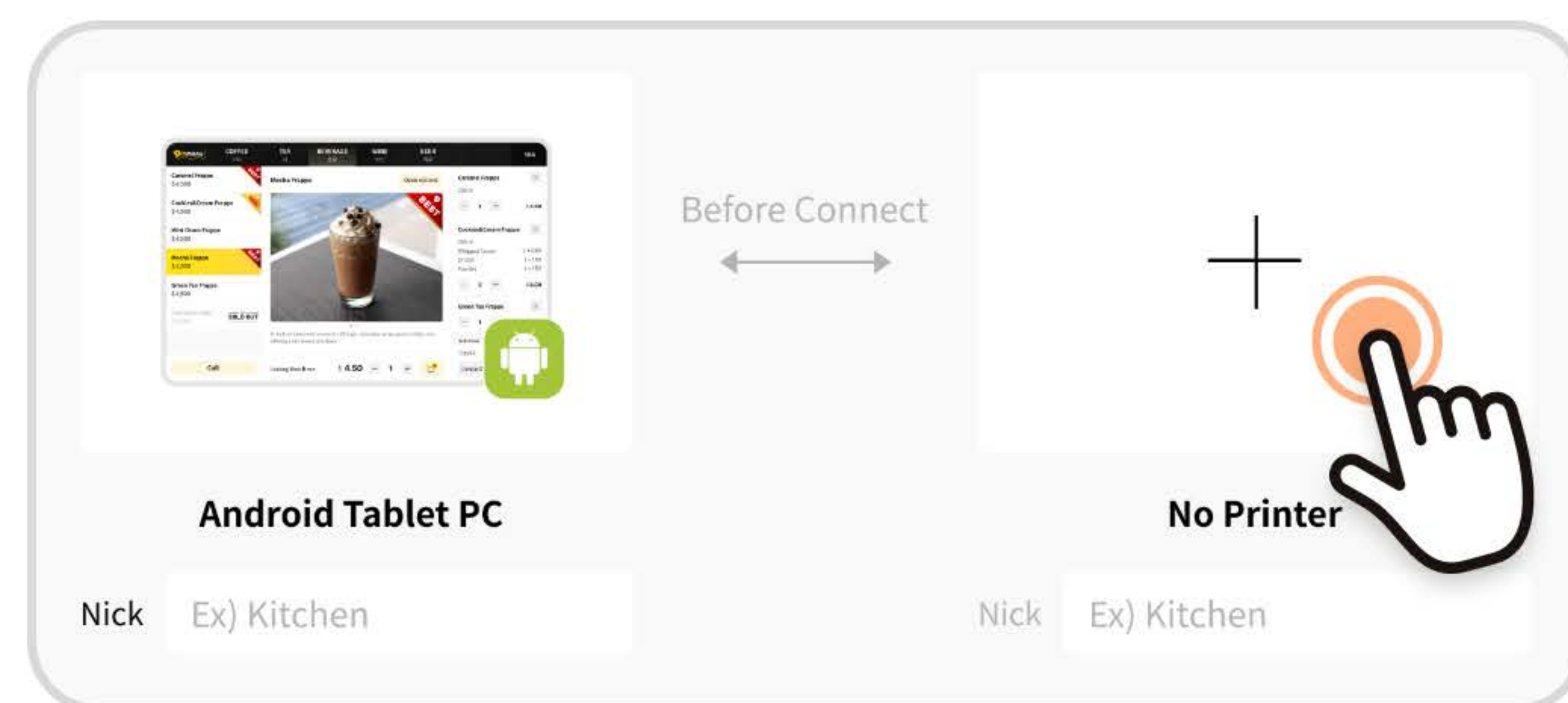
Mgmt. App

Bluetooth function activation is required in the settings of the tablet PC (or smartphone)

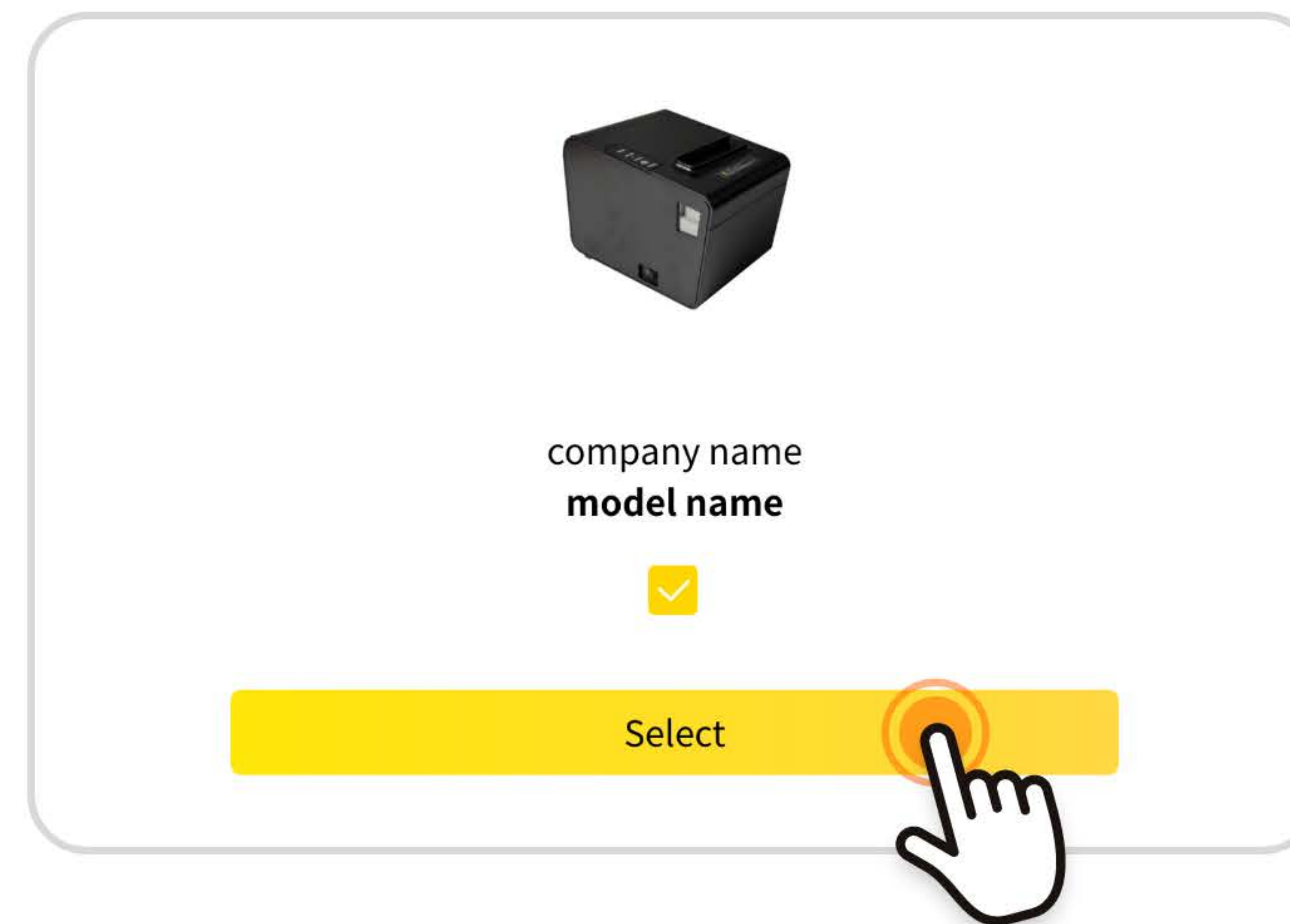
Select Store >  
Printer Settings >  
Manage Printer Connections



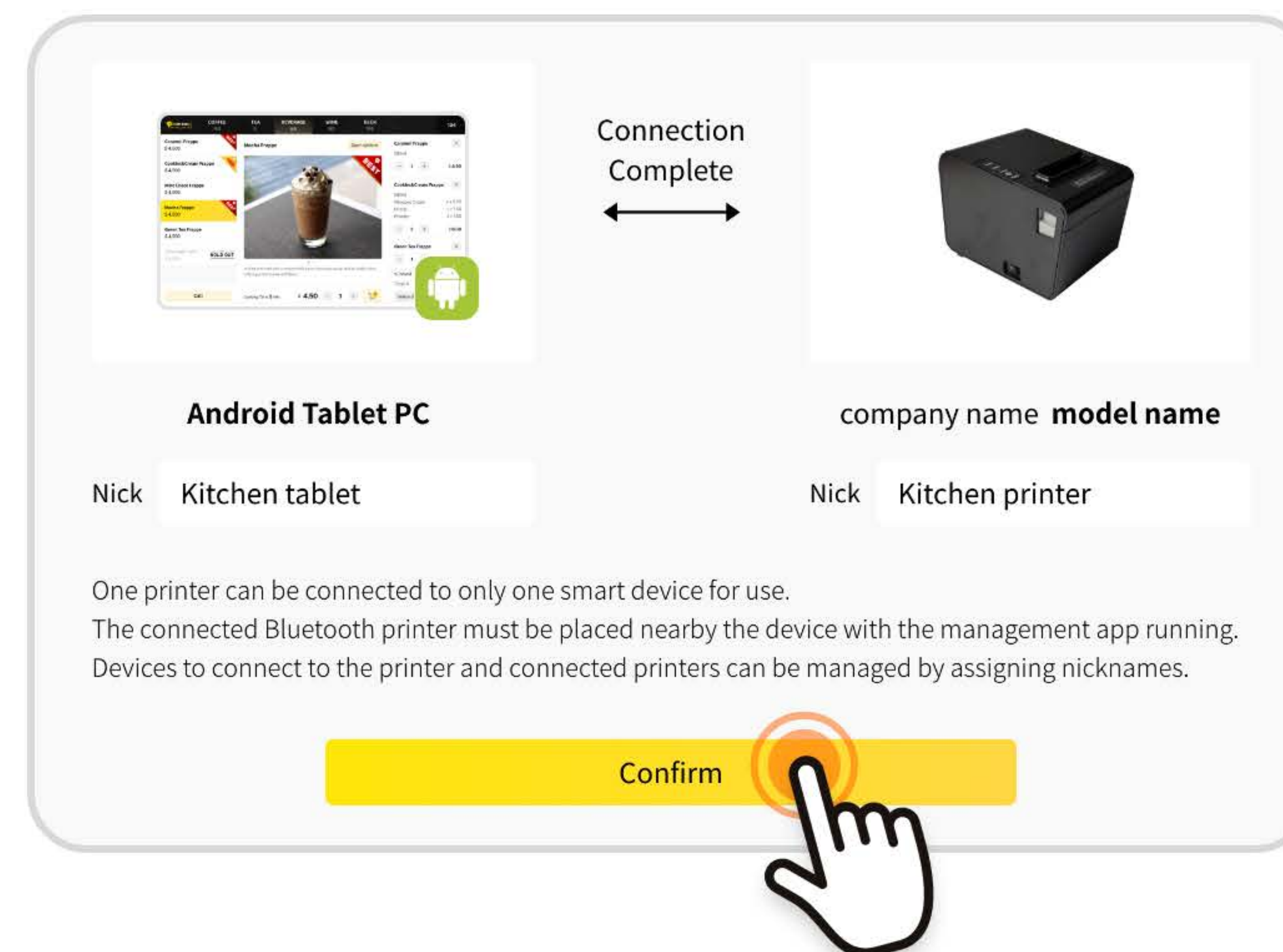
Select the '+' Button



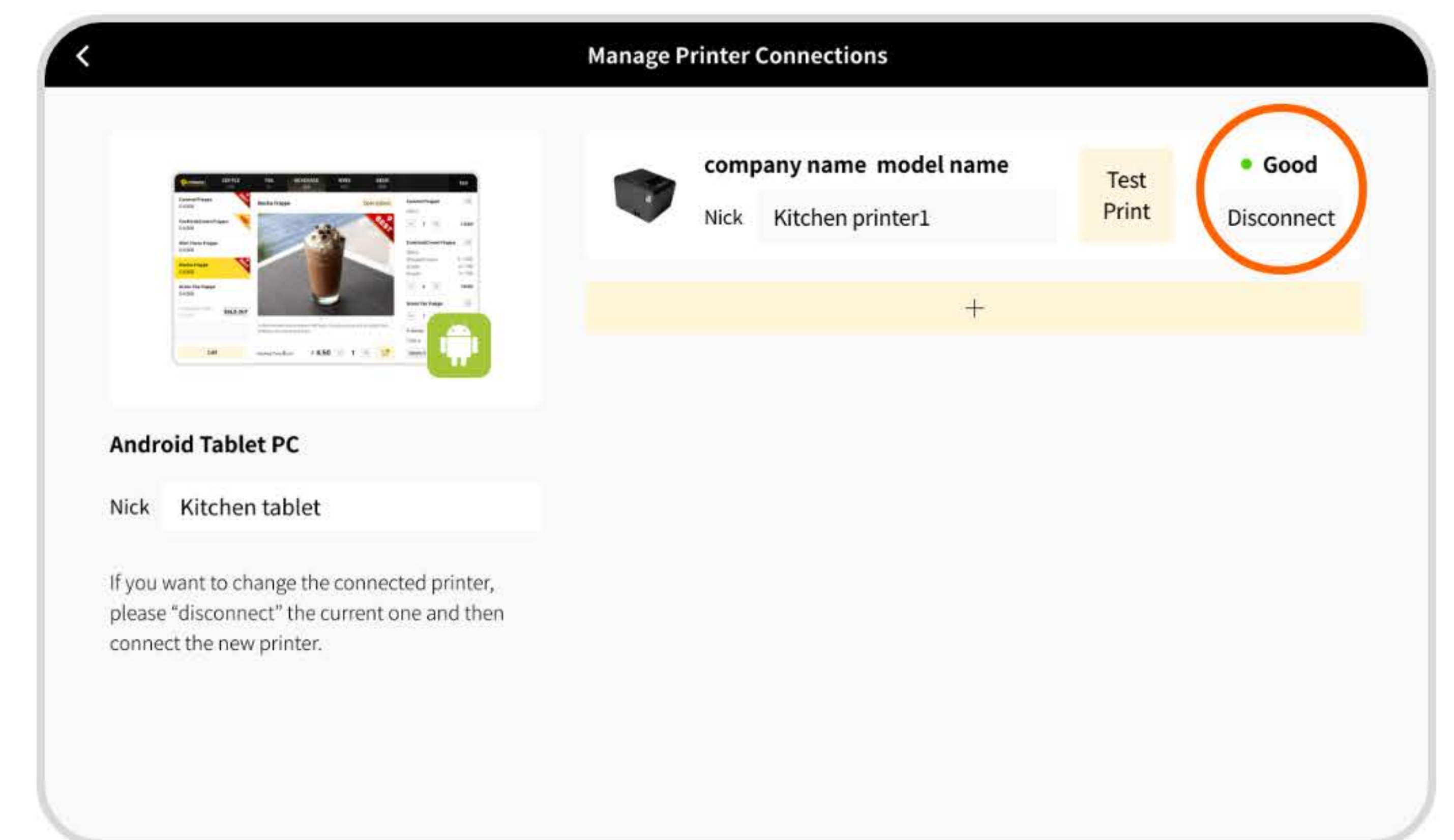
Check the Printer and Select button



Check Connection Status  
Enter a Nick and Confirm button



If you set up a printer once, it's easy Can be Disconnected or Reconnected



※ You can connect multiple printers, but only one can be used.



# 8. Set QR Order

**Tip** Try using a QR code like a kiosk. It can relieve the inconvenience of customers waiting to place an order.

8-1. Set QR Code

8-2. Order/Payment

8-3. Cancell fo Pre-Payment

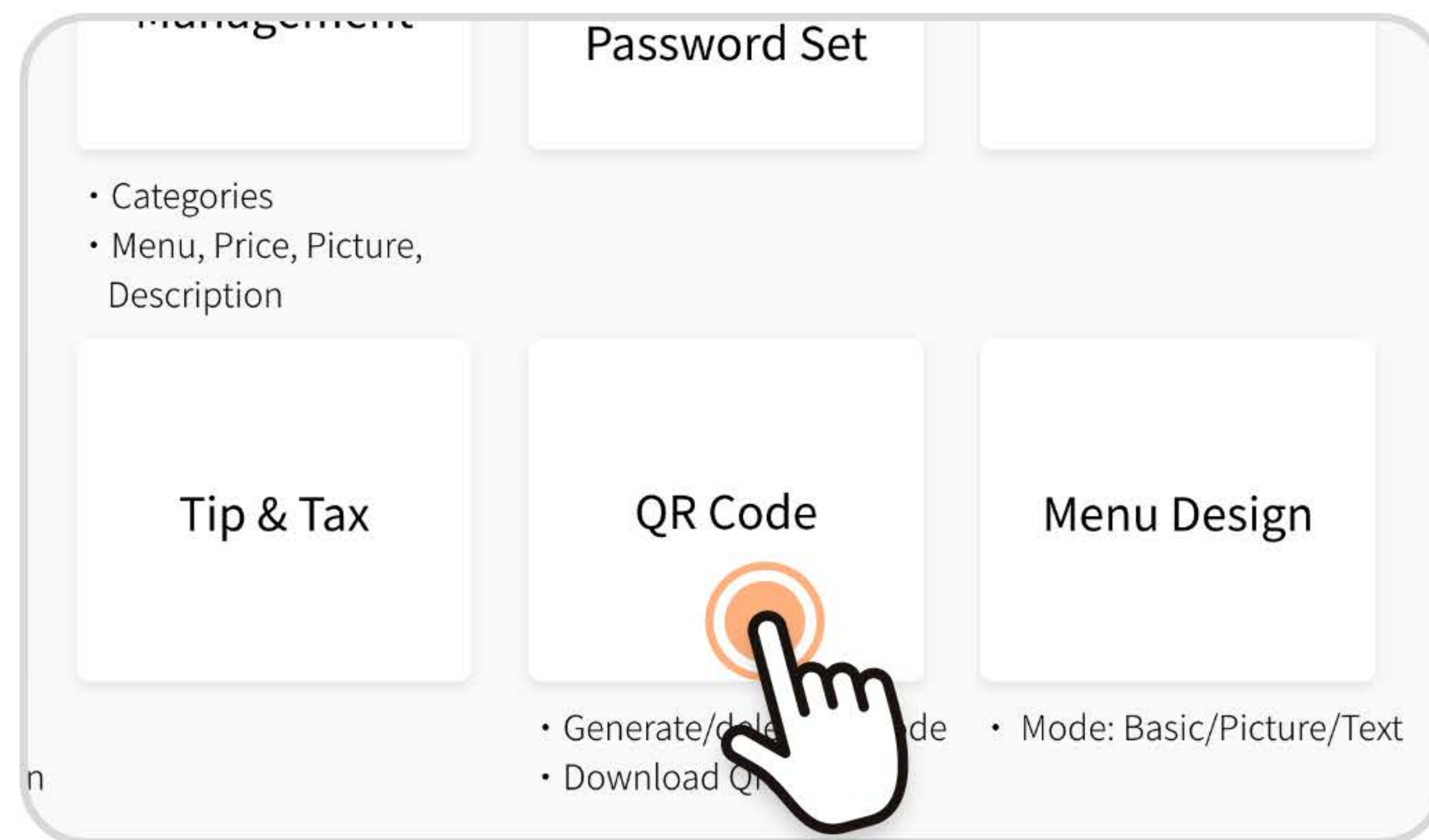


# 8-1. Set QR Code (Tablet PC)

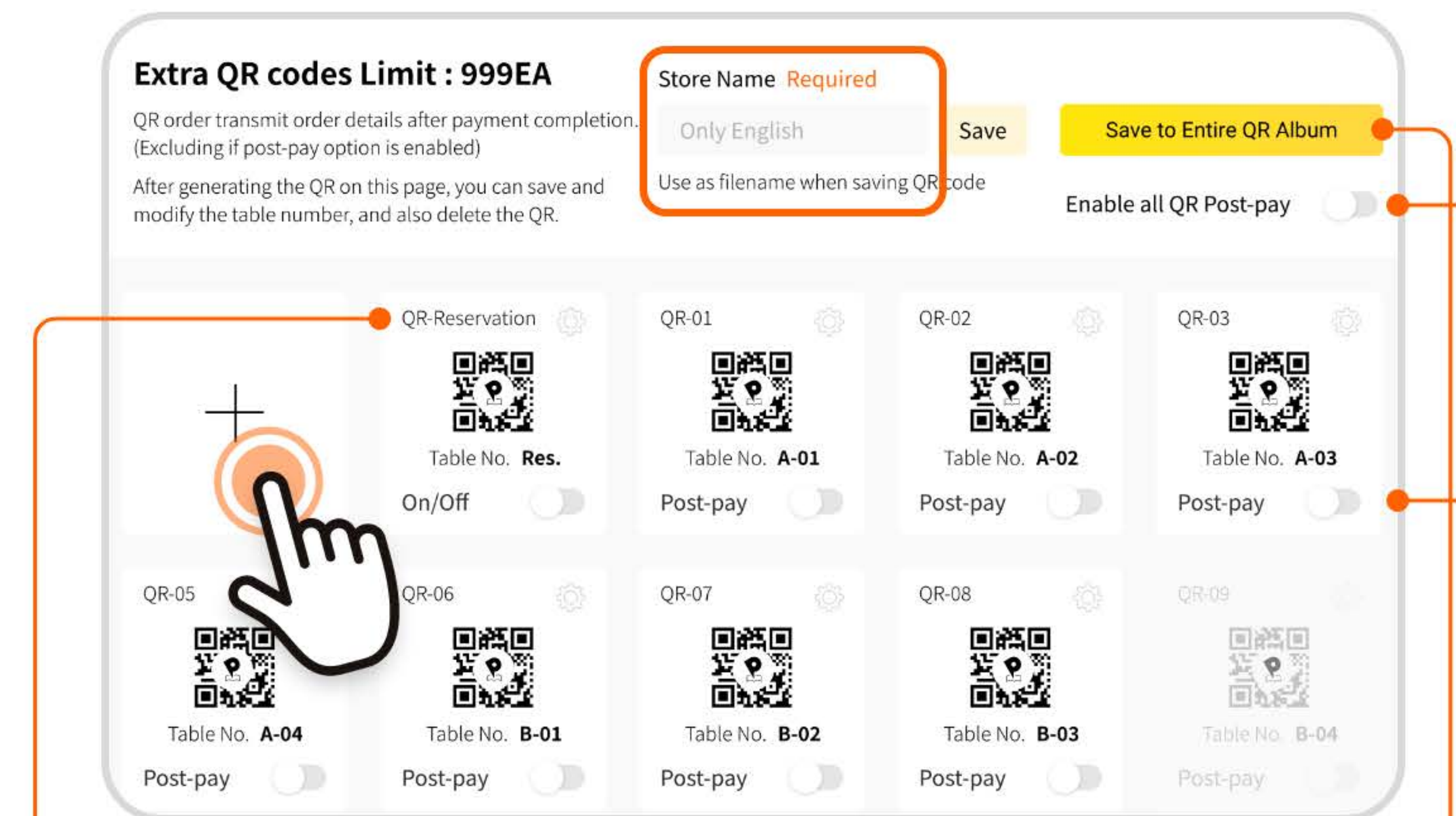
Pre-payment requires PG franchise contract and review

Mgmt. App

## Select Store and Select QR Code



## Enter the Store Name and select the '+' button to create a QR



Customer Smartphone

You can order and pay on your customer's smartphone using the QR code you created.

'Save to Entire QR Album' Can save QR code

Post-payment is possible with the 'Post-Pay' switch

'Reservation' is created by default. (Not editable)

You can make a 'Store Reservation' or a 'To-Go Reservation' using the 'Reservation QR' and enjoy your meal without waiting.



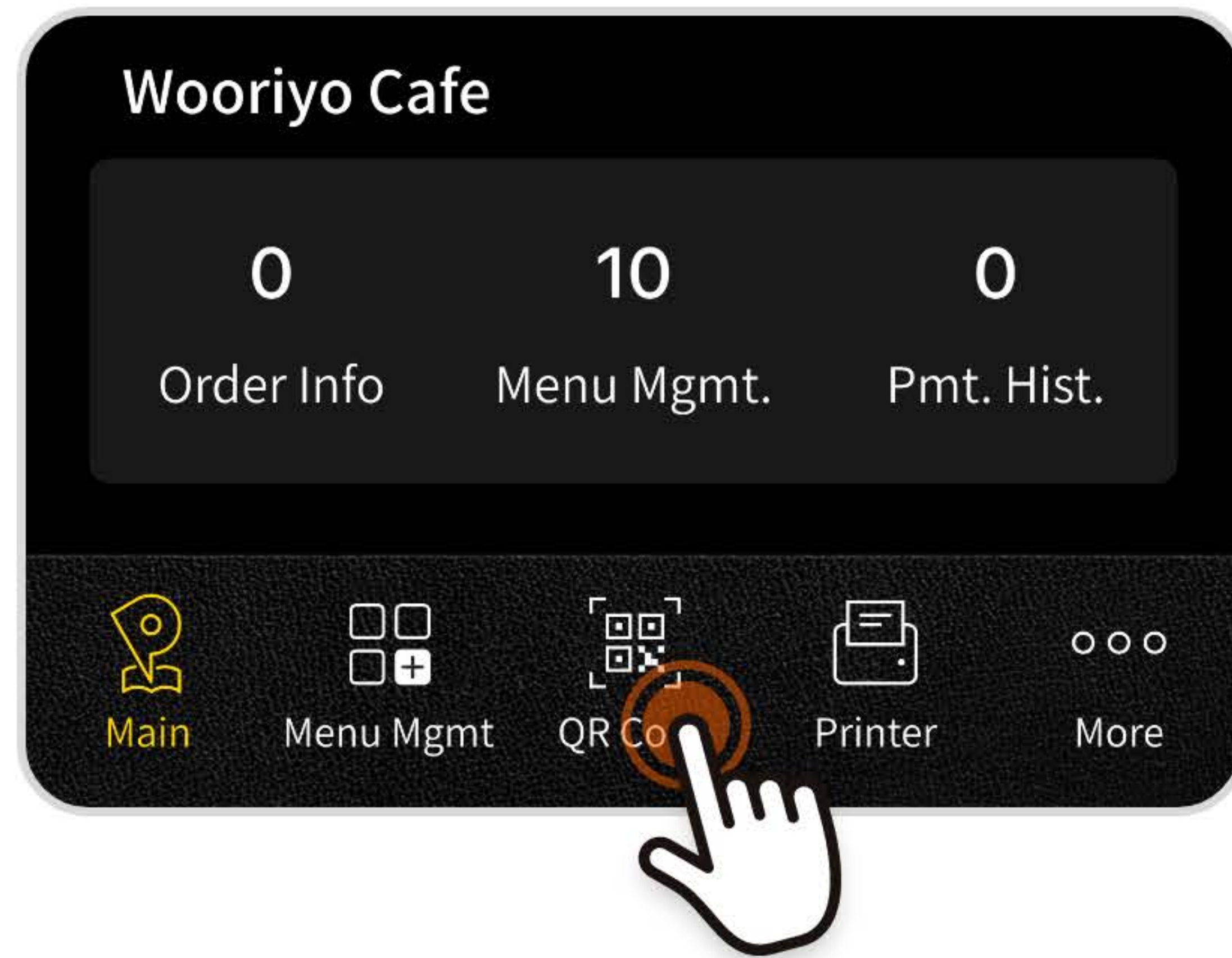


# 8-1. Set QR Code(Smartphone)

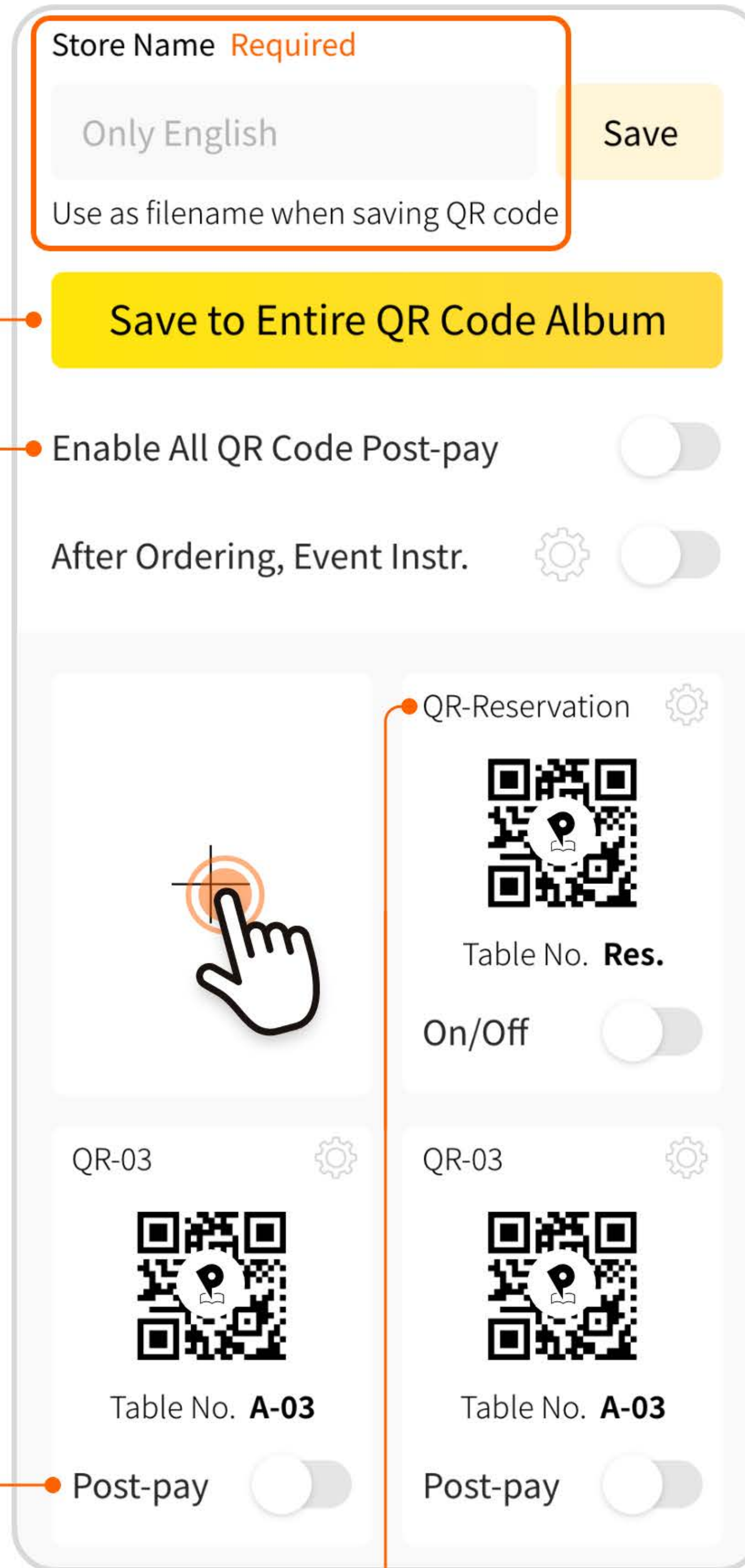
Pre-payment requires PG franchise contract and review

Mgmt. App

Select **QR Code** at the bottom of the app and select **Store to Set**

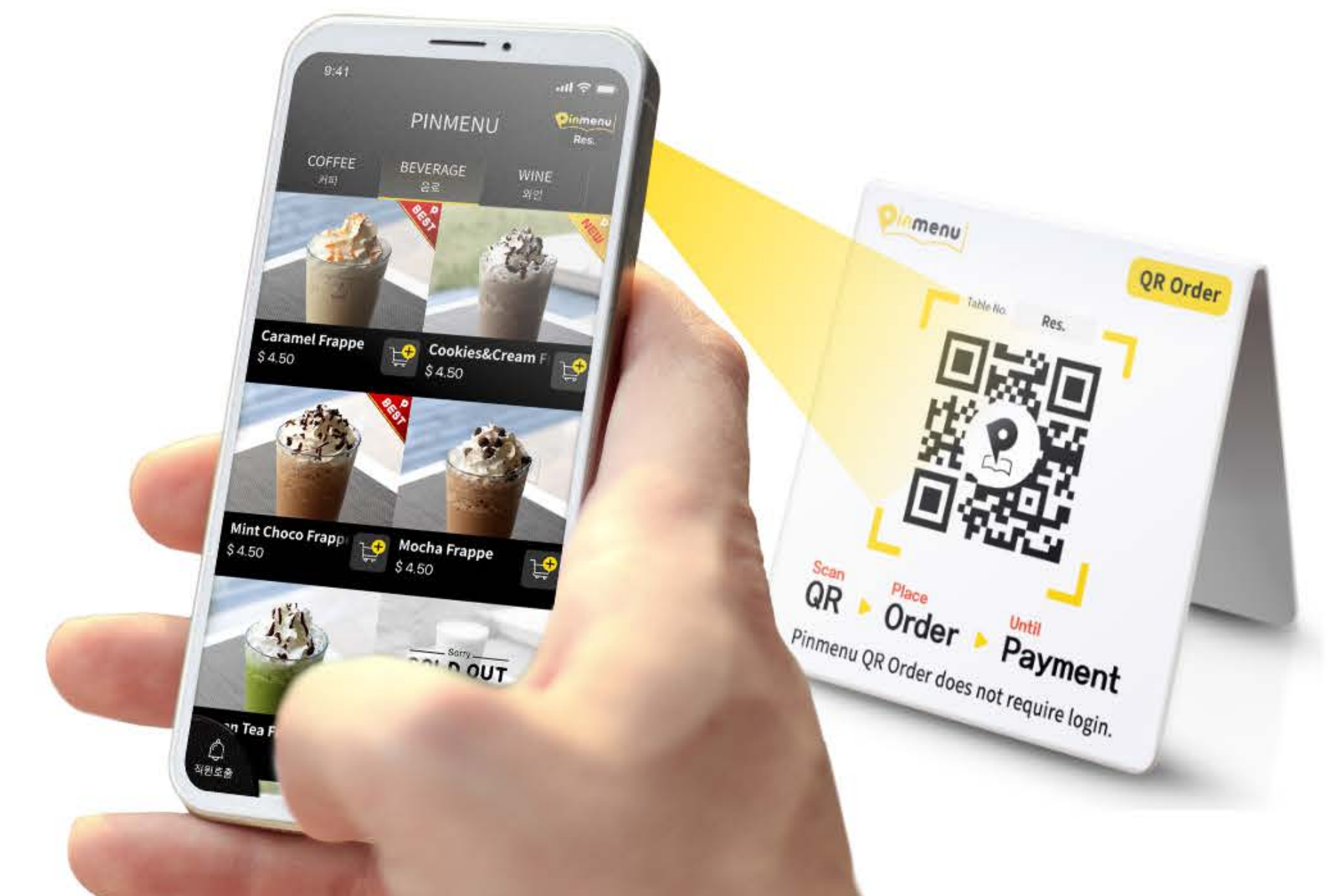


Enter the **Store Name** and select the **'+' button** to create a QR



Customer Smartphone

You can order and pay on your customer's smartphone using the QR code you created.



'Save to Entire QR Album' Can save QR code

Post-payment is possible with the 'Post-Pay' switch

'Reservation' is created by default.(Not editable)

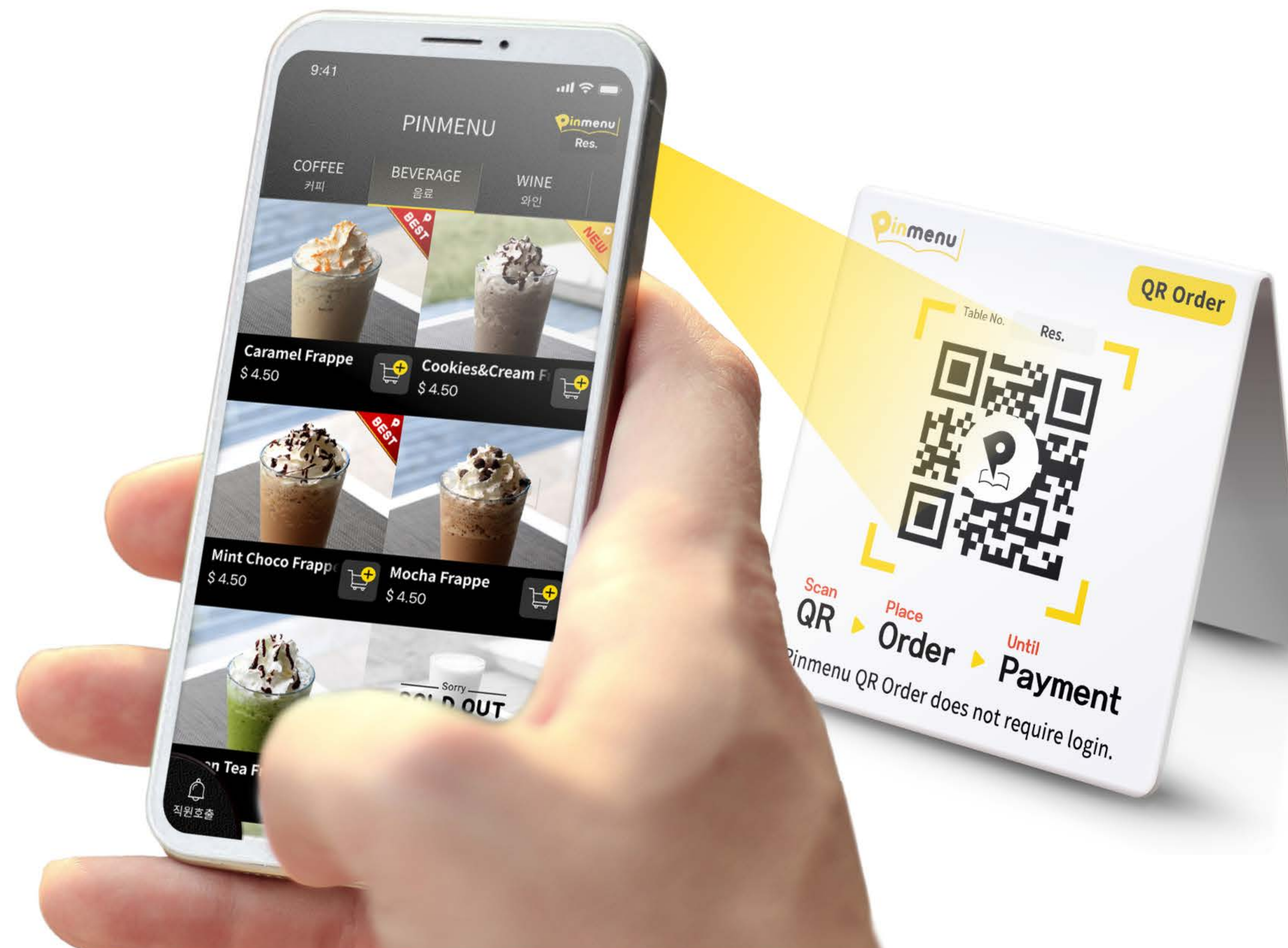
You can make a 'Store Reservation' or a 'To-Go Reservation' using the 'Reservation QR' and enjoy your meal without waiting.



## 8-2. Order/Payment

Customer  
Smartphone

Take a QR Code with the customer's Smartphone > Order > Pay App Card

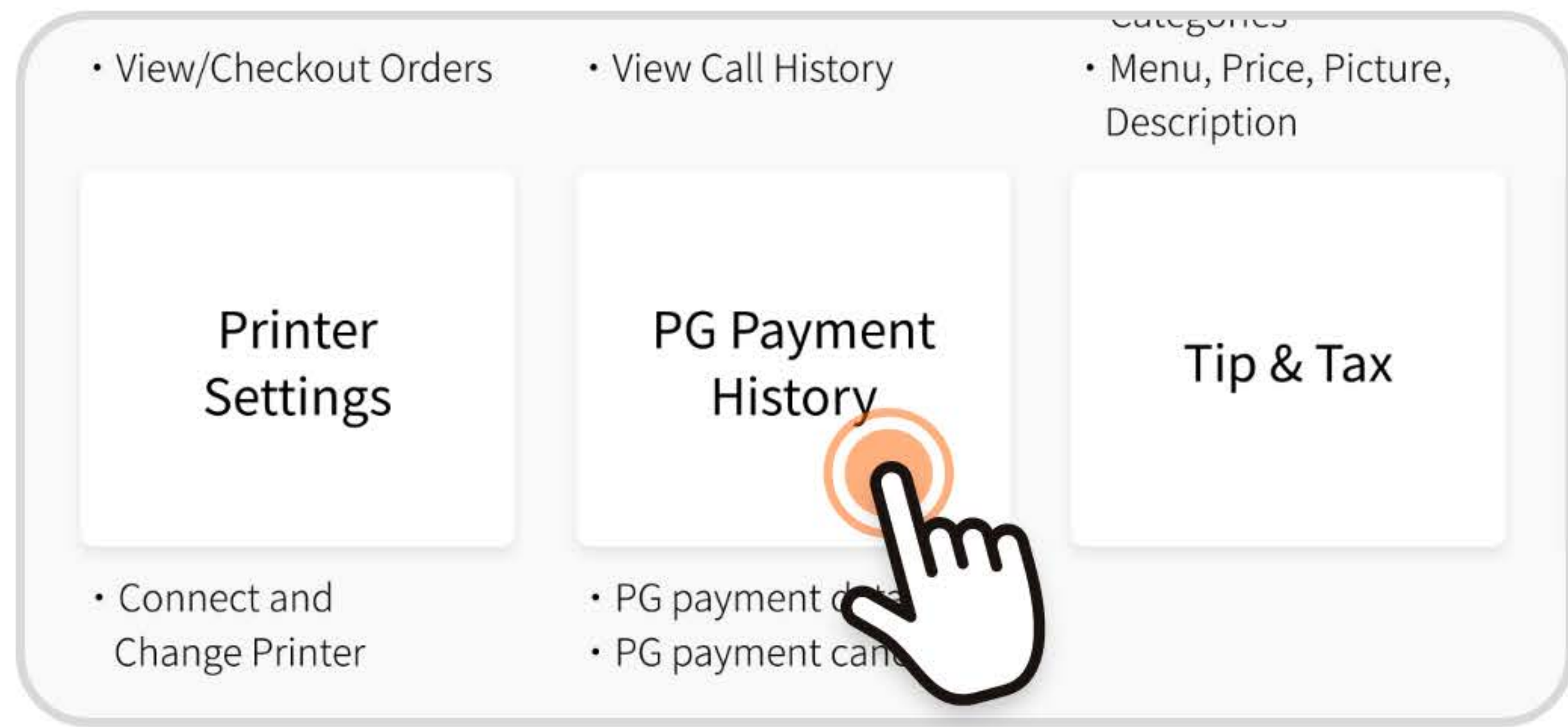




# 8-3. Cancell fo Pre-Payment

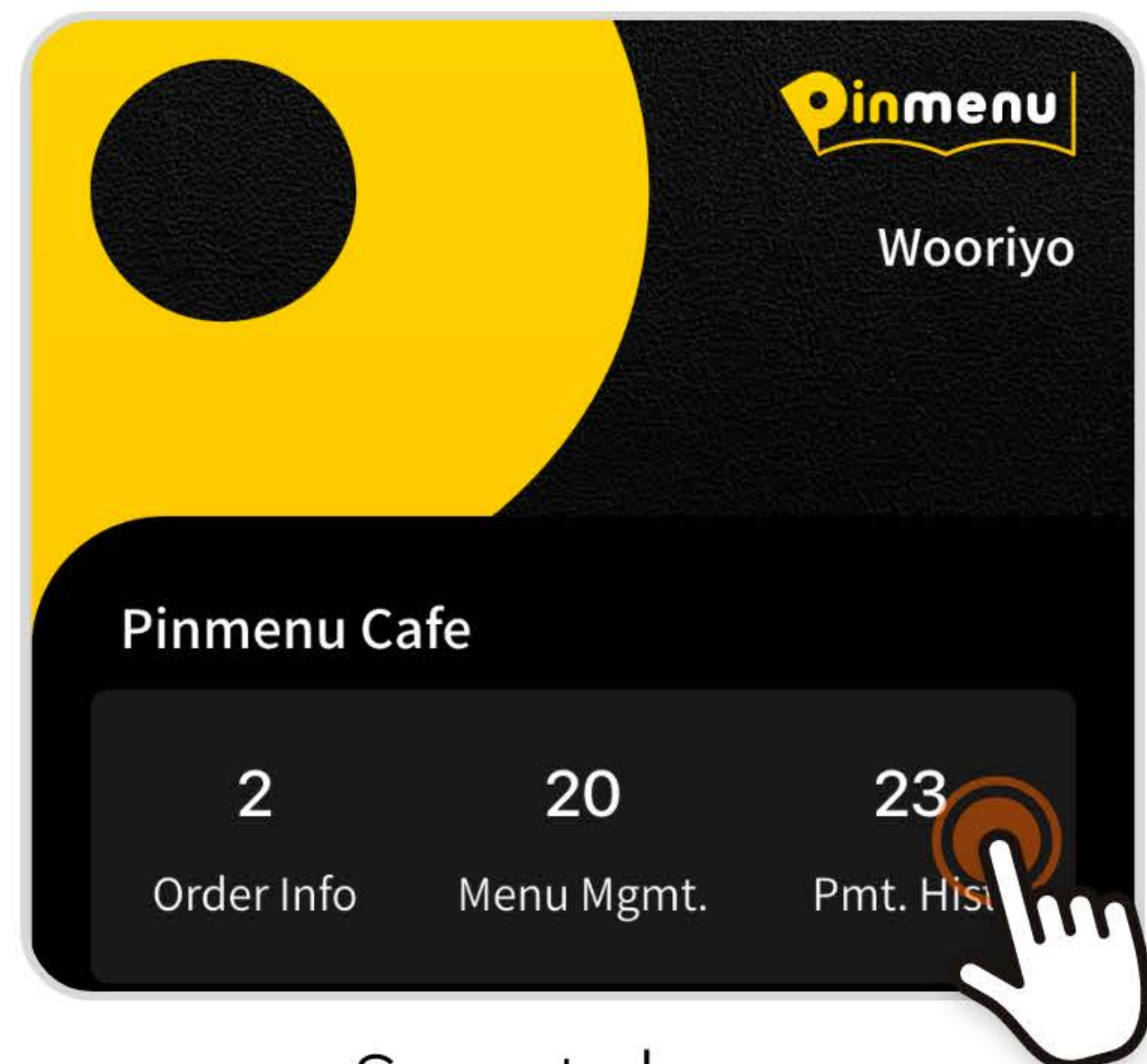
Mgmt. App

Select Store and  
Select PG Payment History



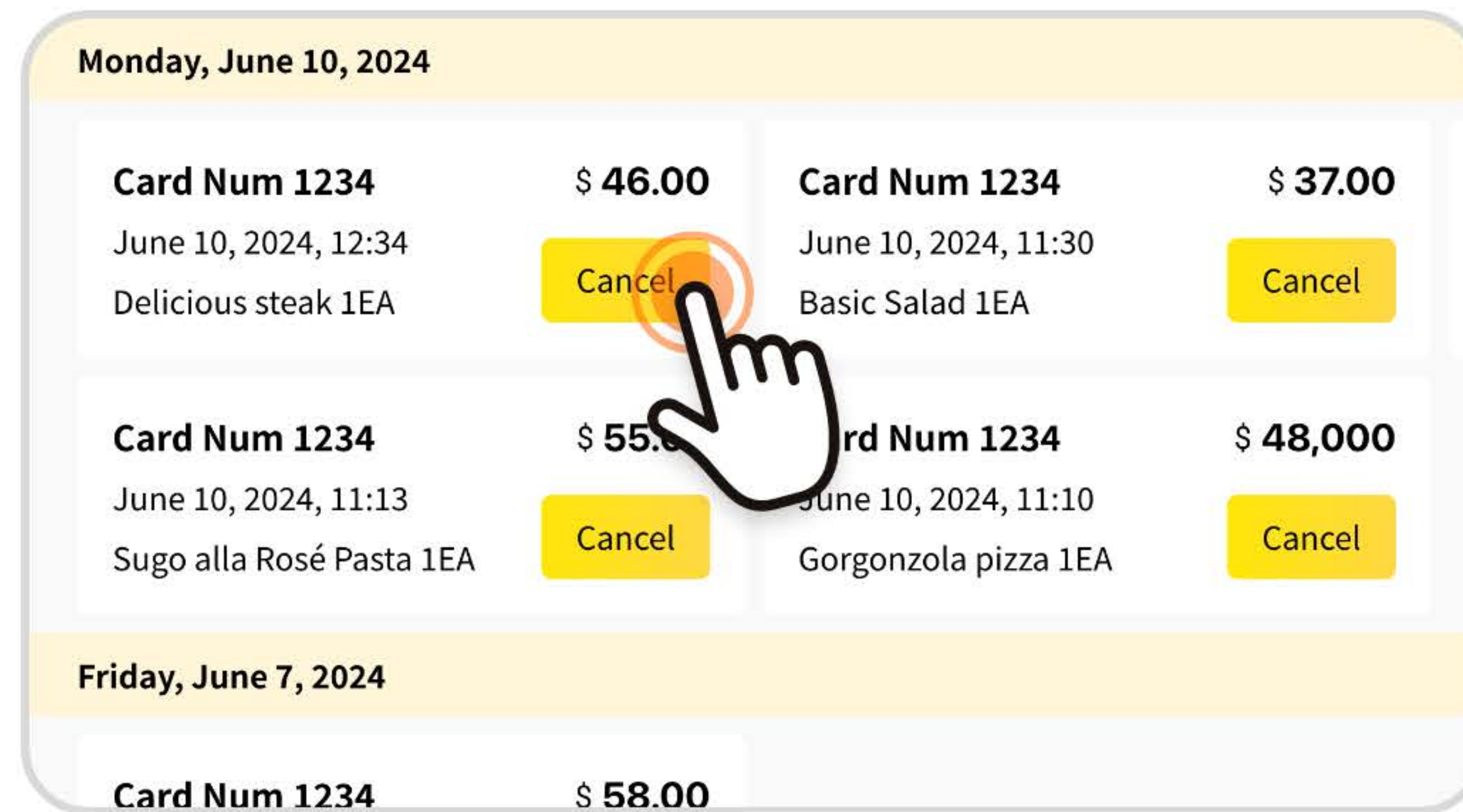
< Tablet PC >

Select **Pmt.Hist.** from the  
main screen

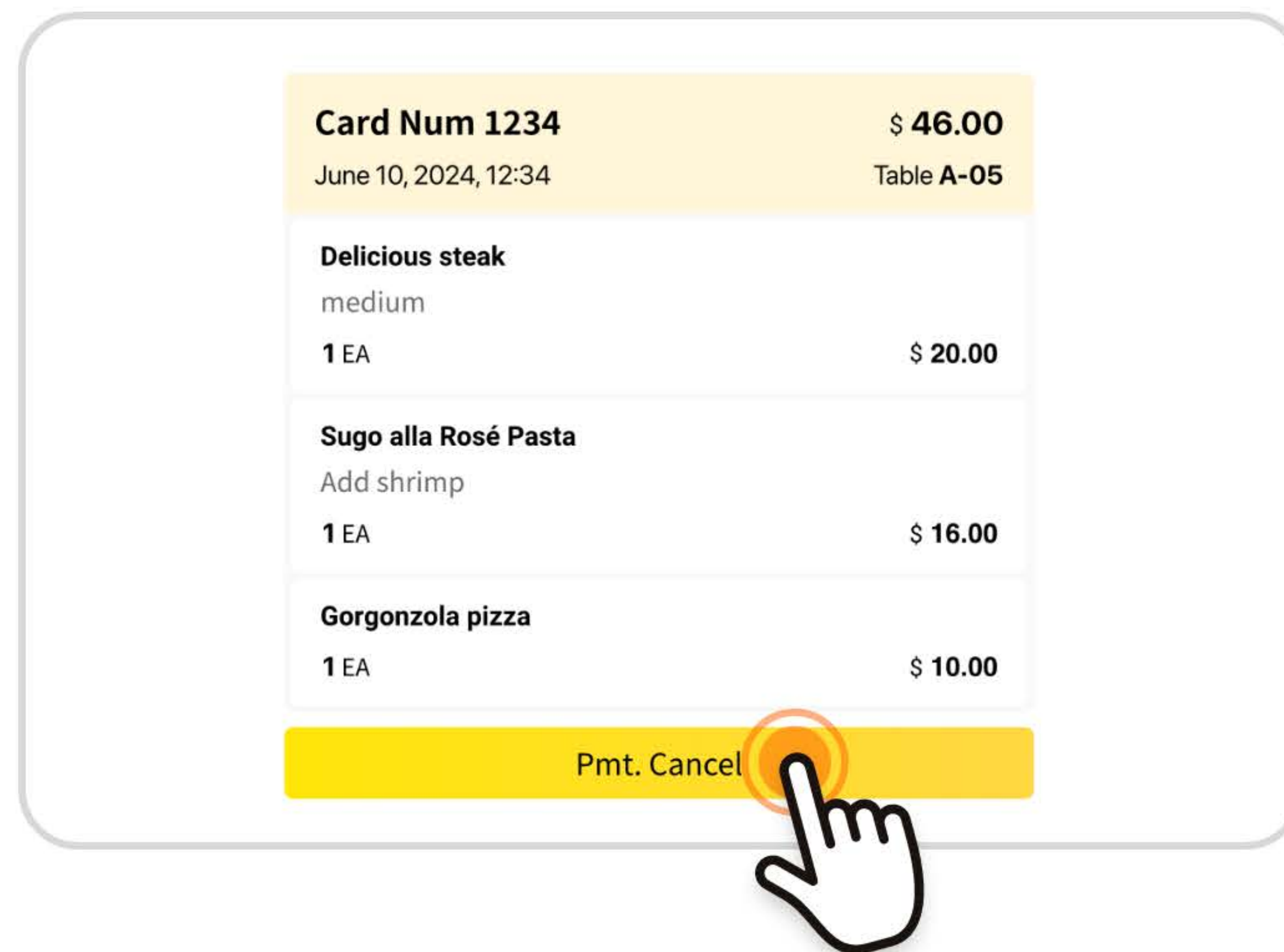


< Smartphone >

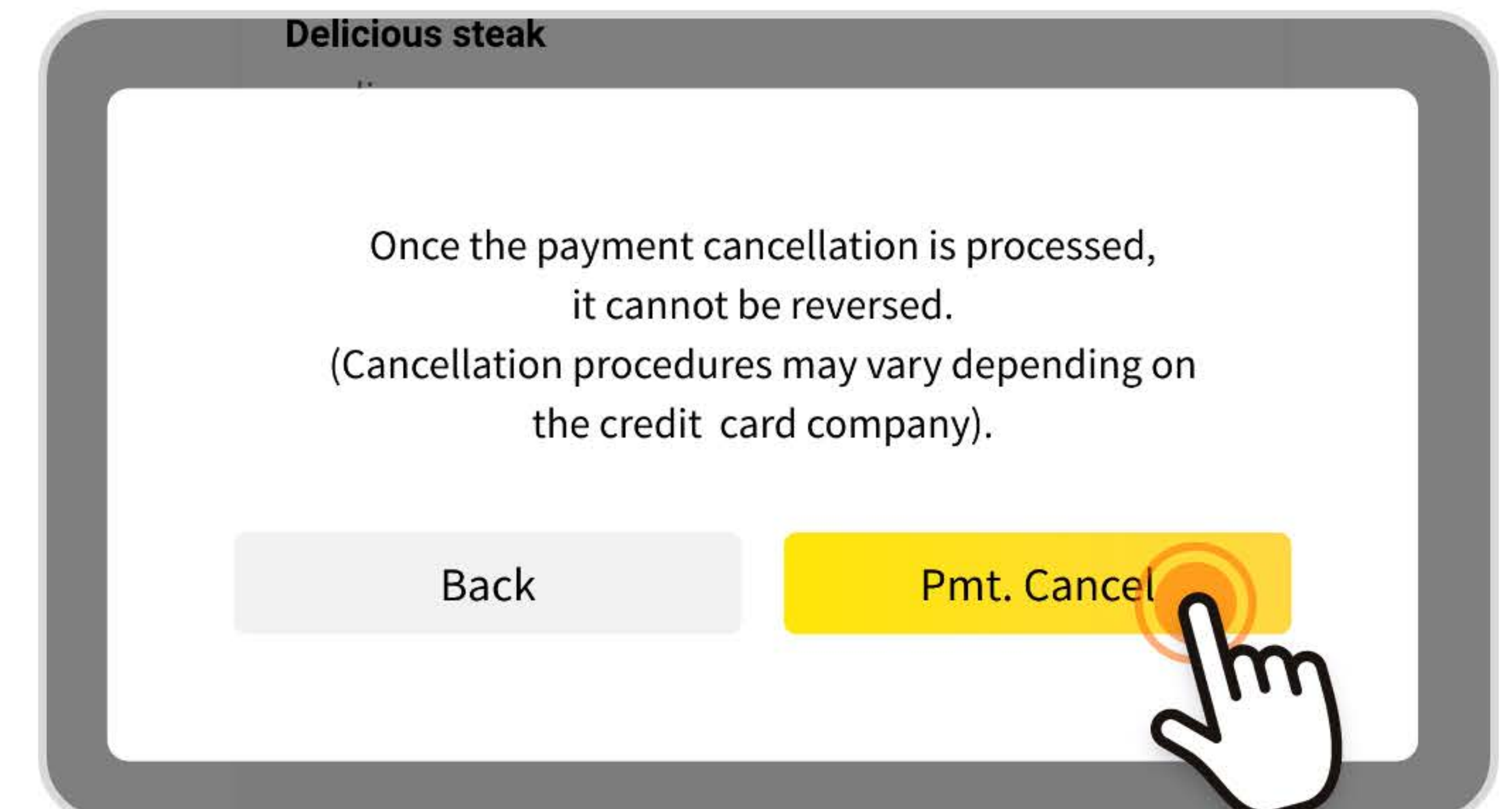
Select **Cancel** to  
cancel the payment.



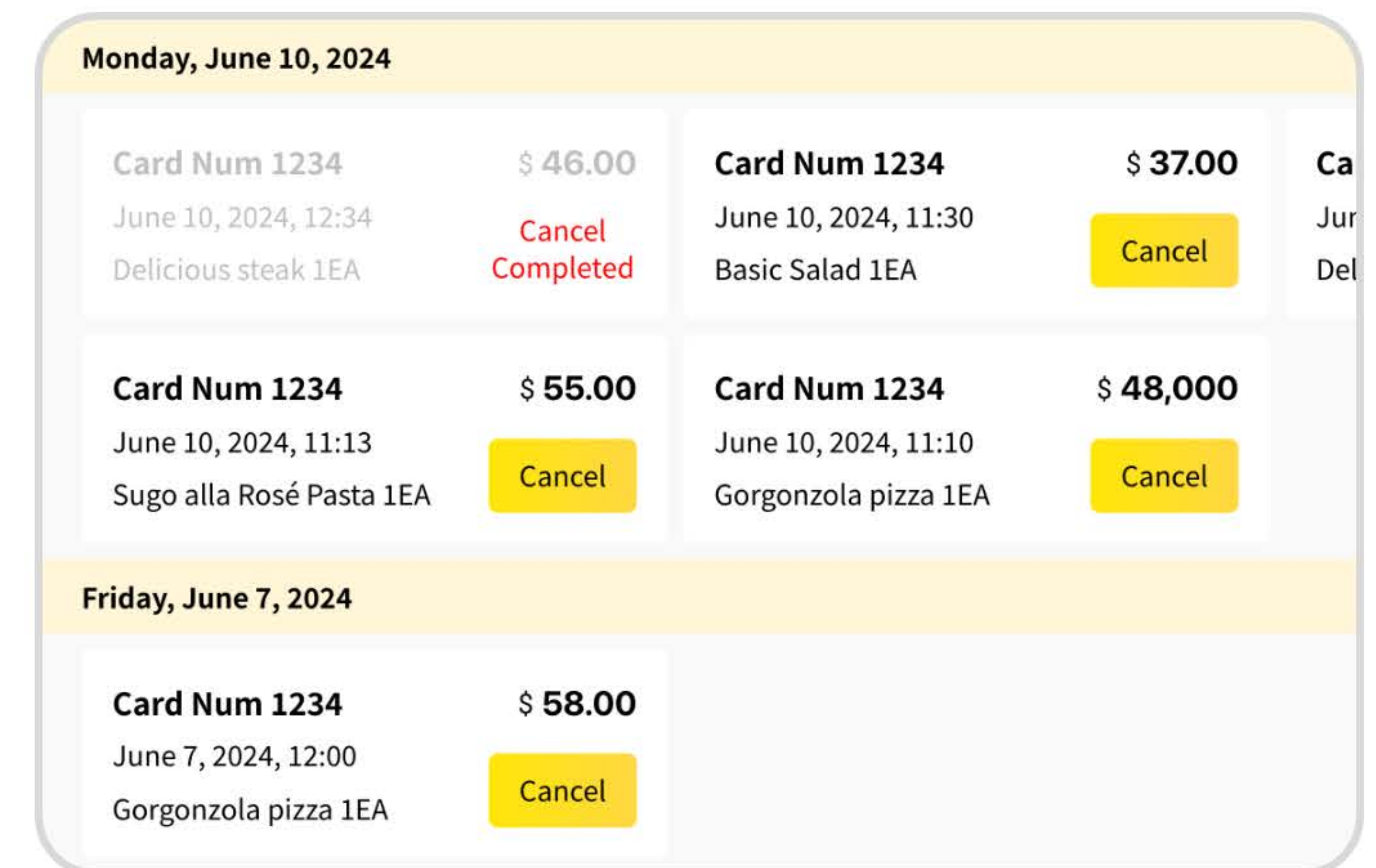
Select **Pmt. Cancel** after  
checking details



Check the pop-up content  
and select **Pmt. Cancel**



❌ Unable to recover when payment  
cancellation is in progress





# 9. Set Tip & Tax

**Tip** Customers can choose their tips without any burden.

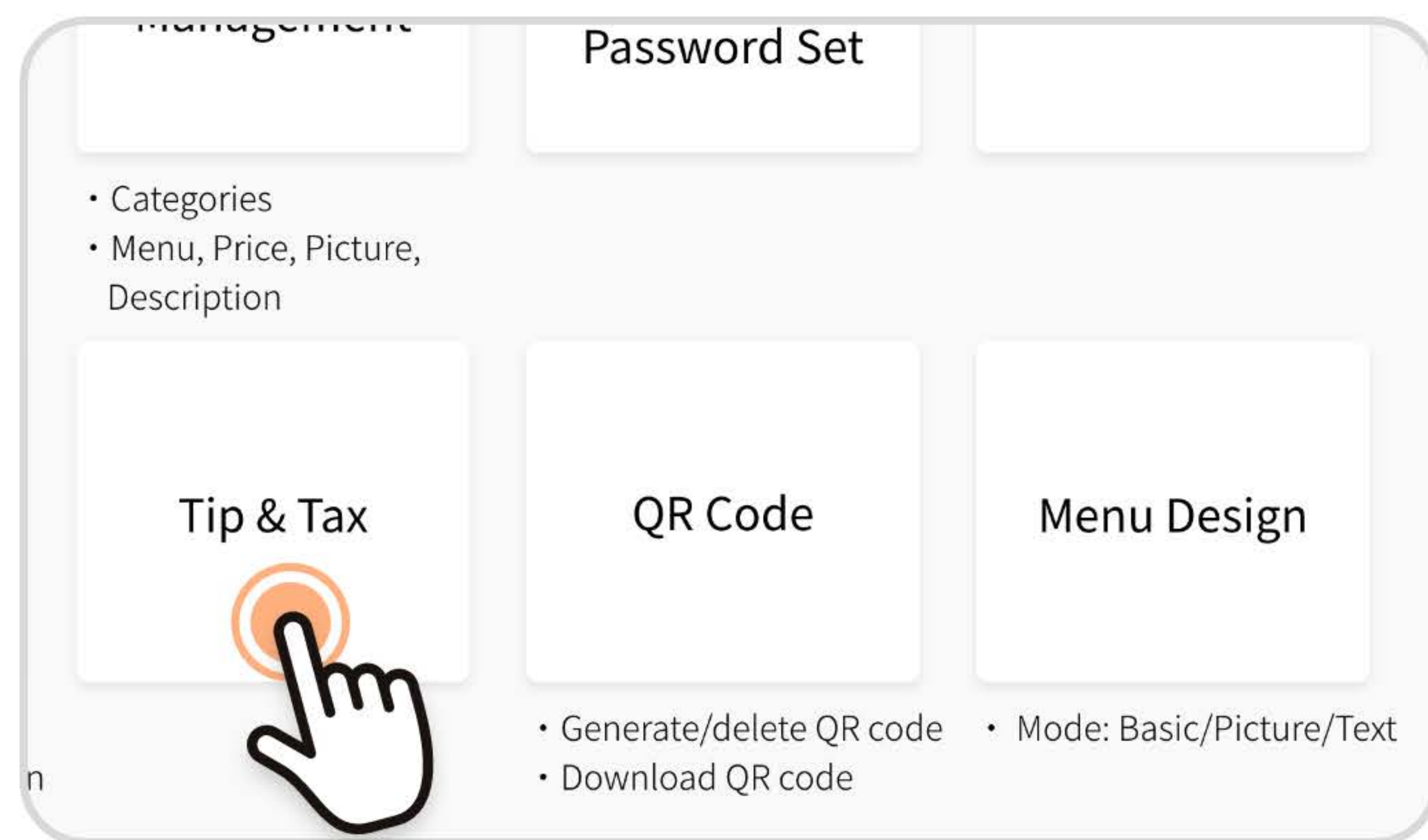
9-1. Set Tip & Tax

9-2. Select Tip

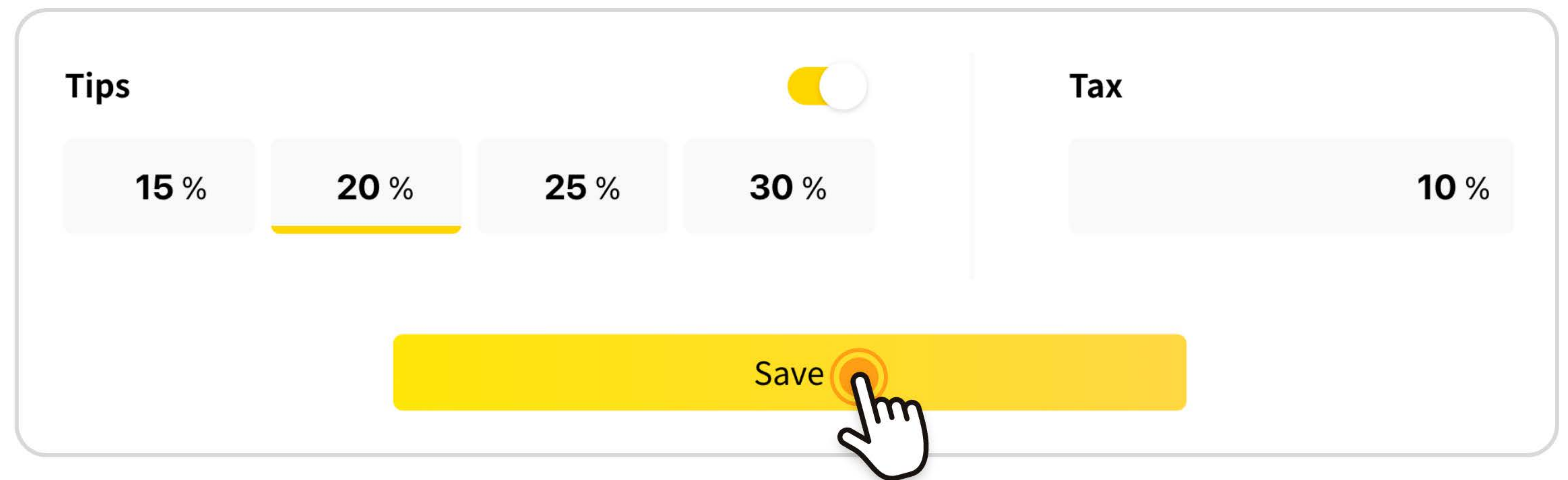


# 9-1. Set Tip & Tax (Tablet PC)

## Select Store and Select Tip & Tax



## Select **Save** after entering a **Tip** and **Tax**



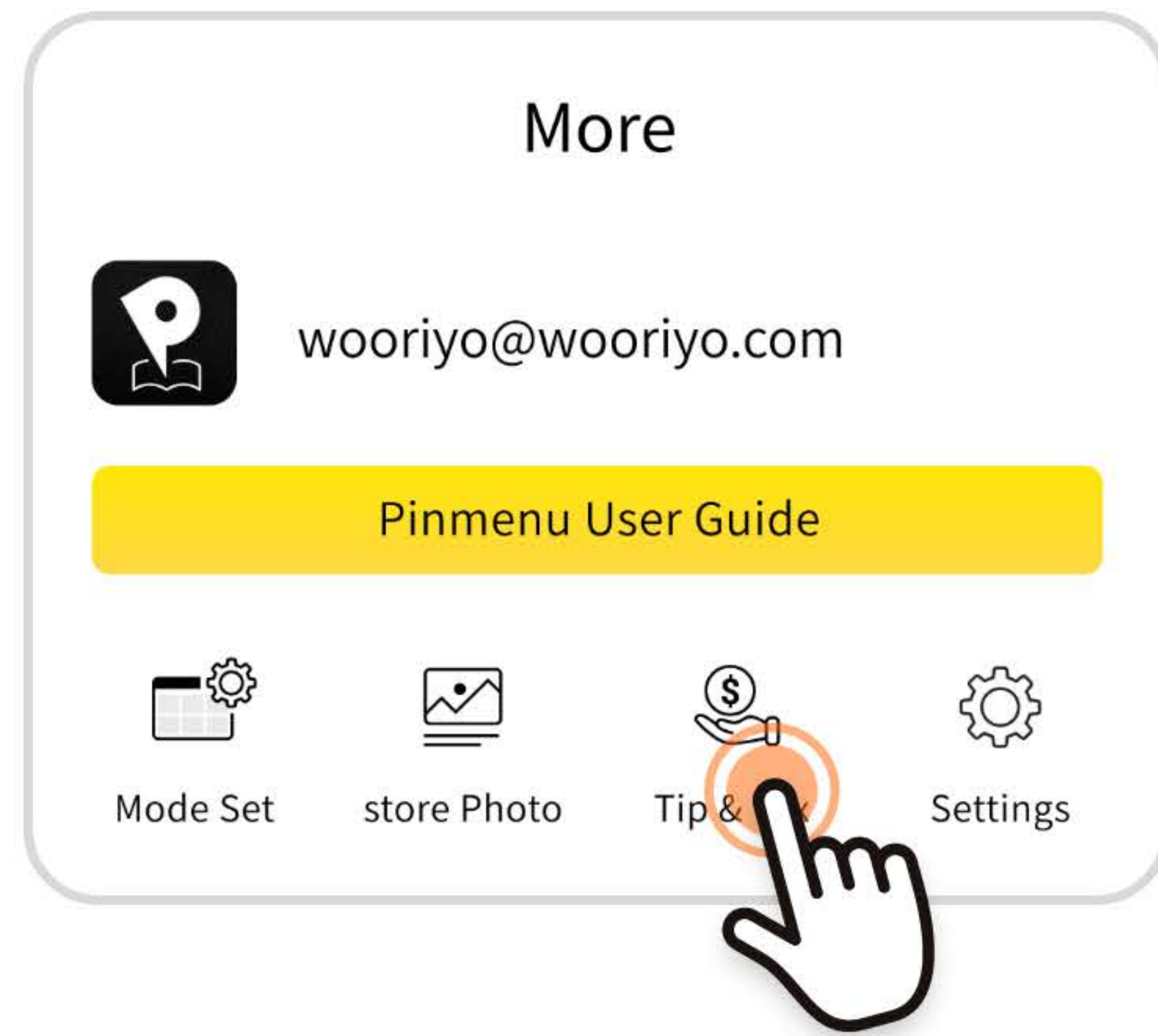
**Tips :** The asterisked tip entered in the second column is automatically selected and displayed on the bill.  
Customers can change the tips they will pay by pressing the [Change] button.  
You can adjust the percentage of tips yourself.  
Please enter four percentage options.  
You can activate tips by toggling On/Off.

**Tax :** Every January 1st, you must manually adjust the tax.  
Tips are not calculated in the tax.

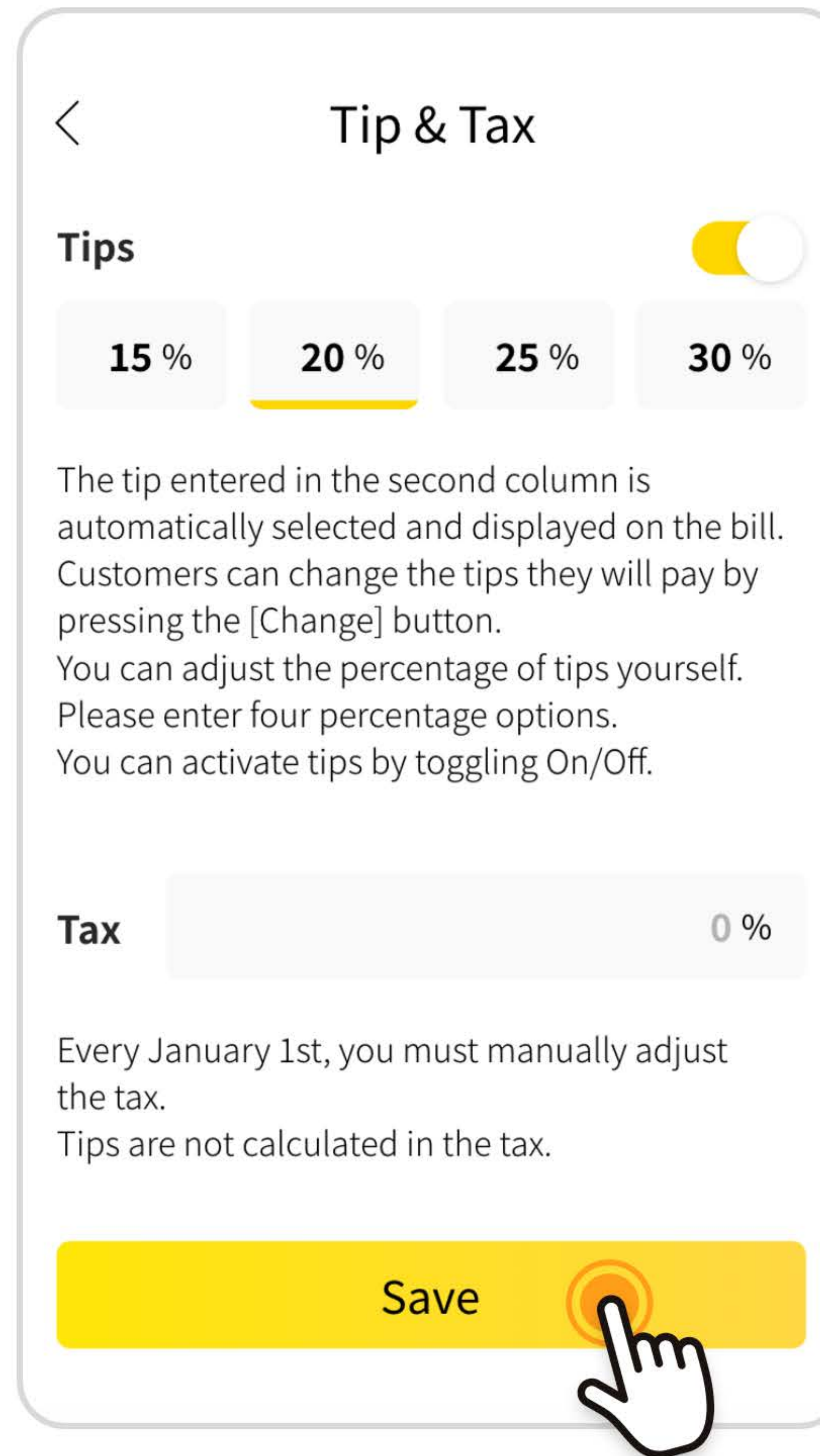


# 9-1. Set Tip & Tax(Smartphone)

Select **More** View on Main Screen  
Select **Tip & Tax** and select **Store**



Select **Save** after  
entering a **Tip** and **Tax**



**Tips :** The asterisked tip entered in the second column is automatically selected and displayed on the bill.

Customers can change the tips they will pay by pressing the [Change] button. You can adjust the percentage of tips yourself.

Please enter four percentage options. You can activate tips by toggling On/Off.

**Tax :** Every January 1st, you must manually adjust the tax.

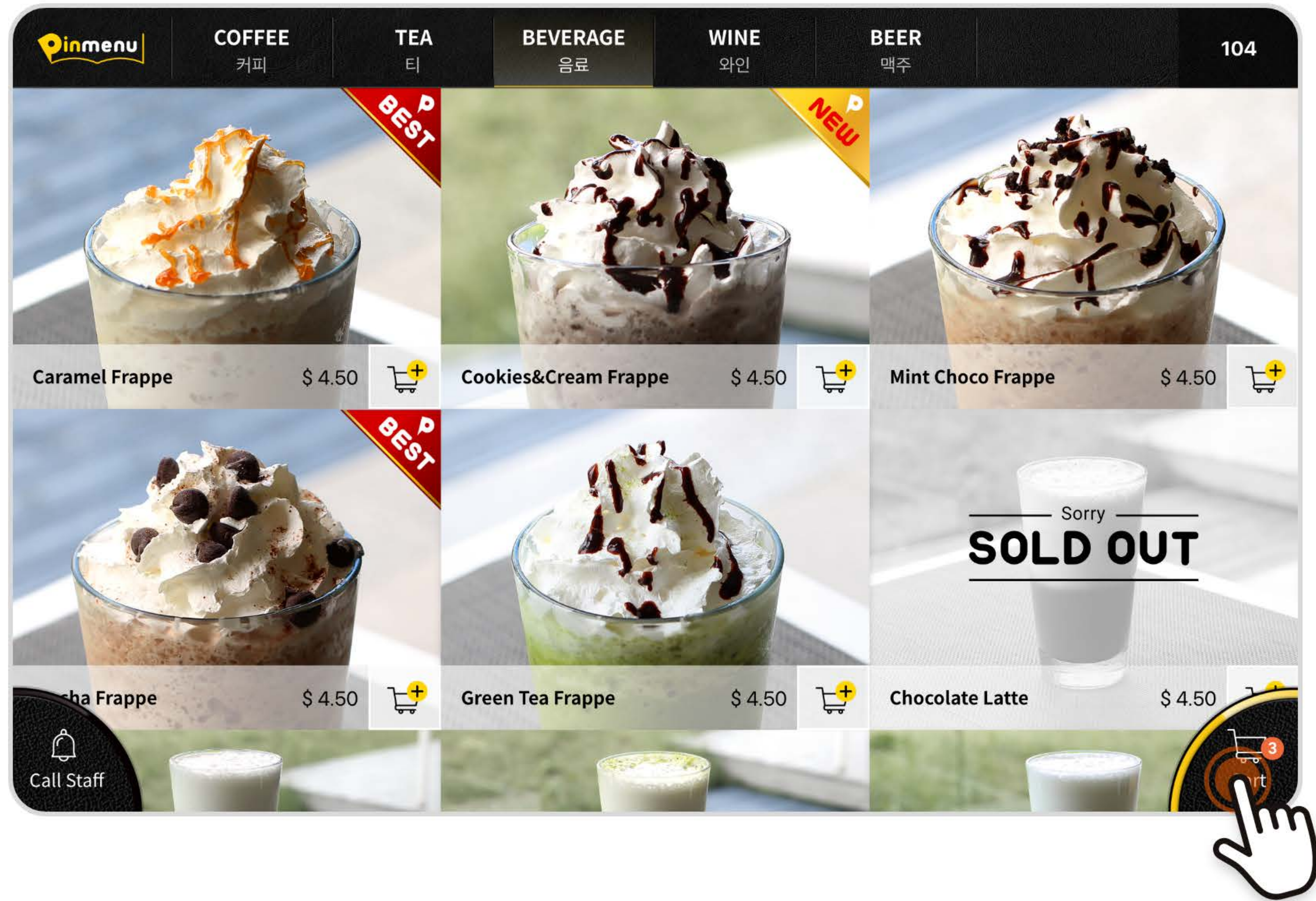
Tips are not calculated in the tax.



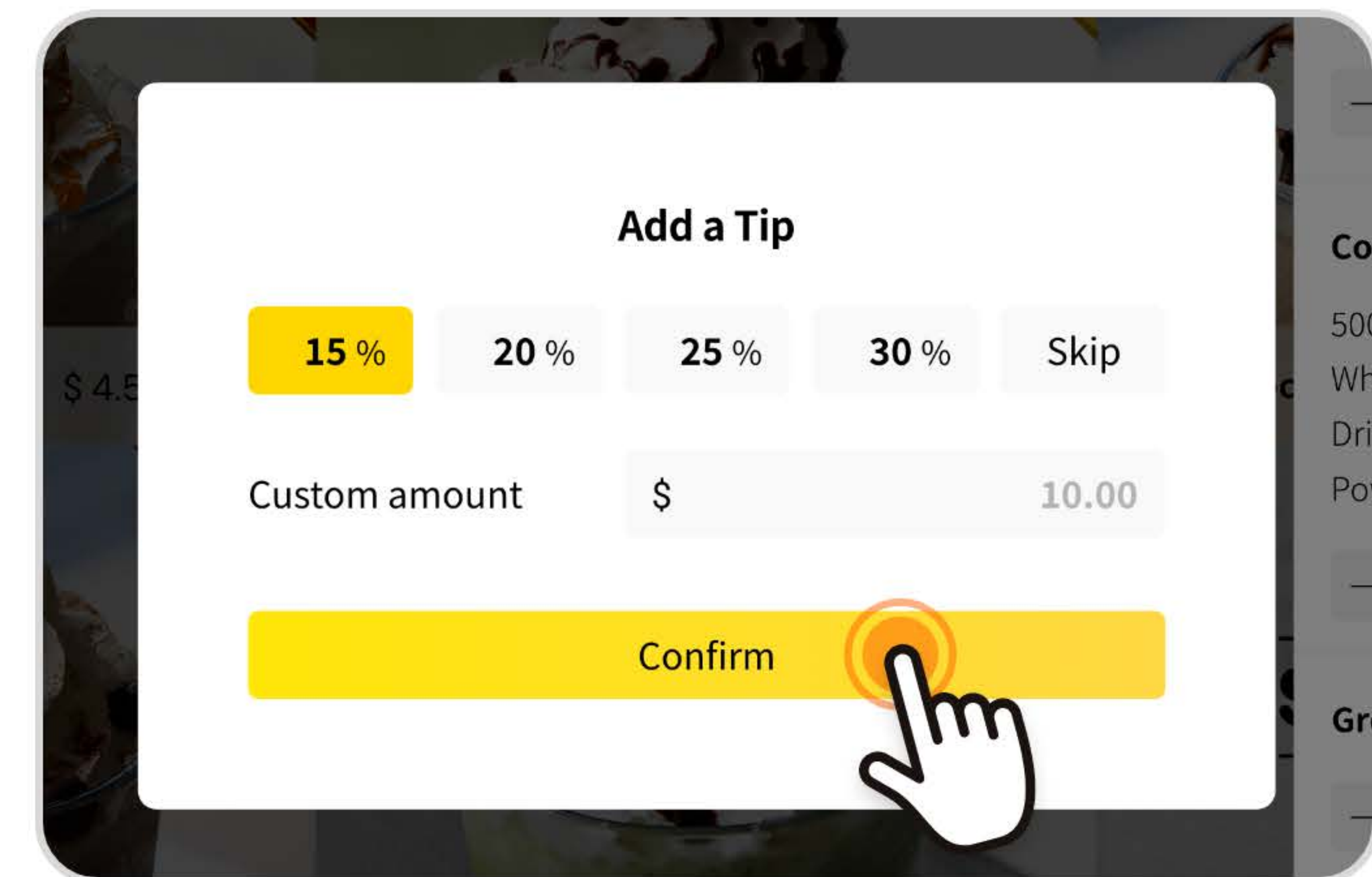
## 9-2. Select Tip (Tablet PC)

Order App

Add Items to the Cart and select **Cart**

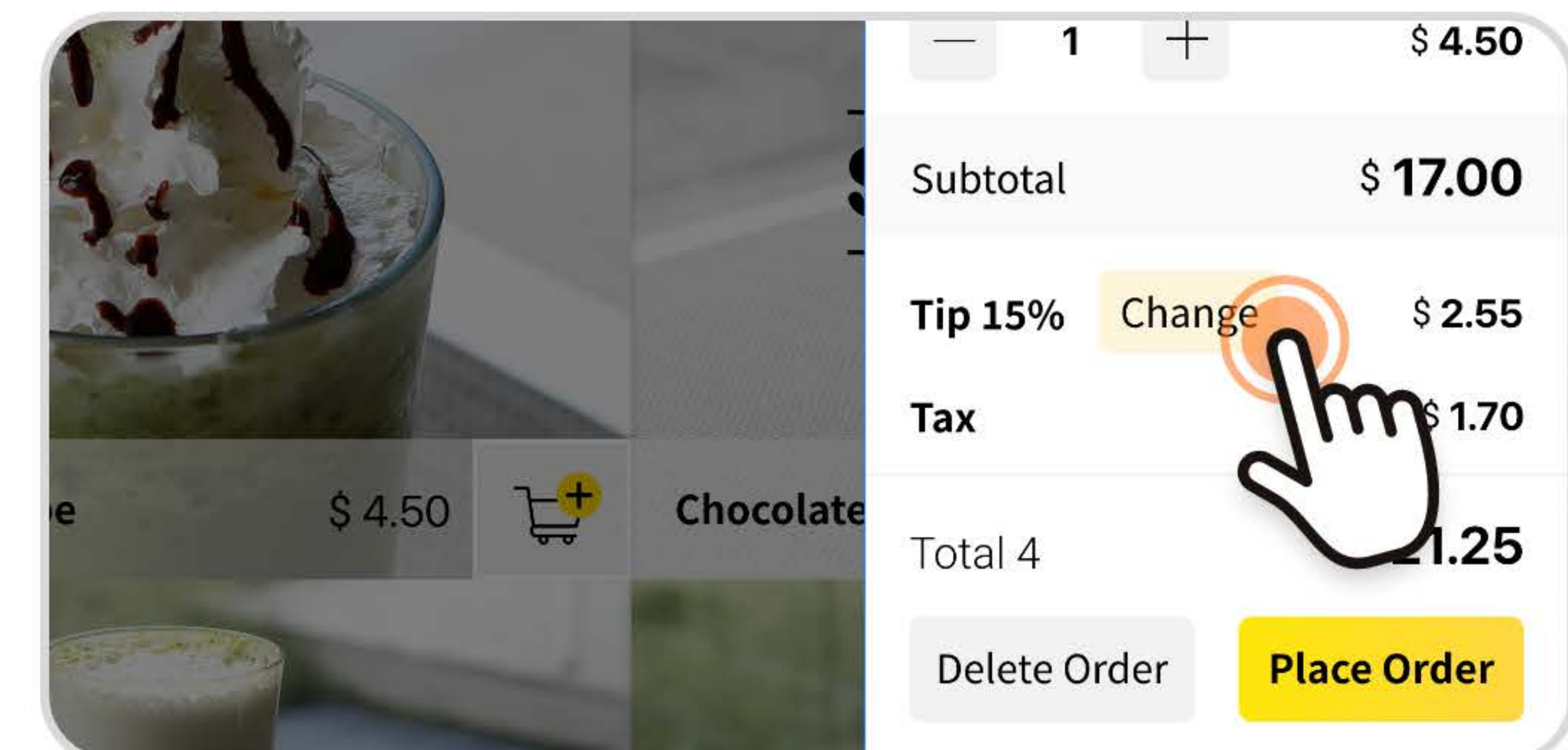


Customer select the desired **Tip** and select **Confirm**



※ You can enter the amount directly through 'Customer Account'

**Tip** can be modified at any time with the **Change** button before ordering

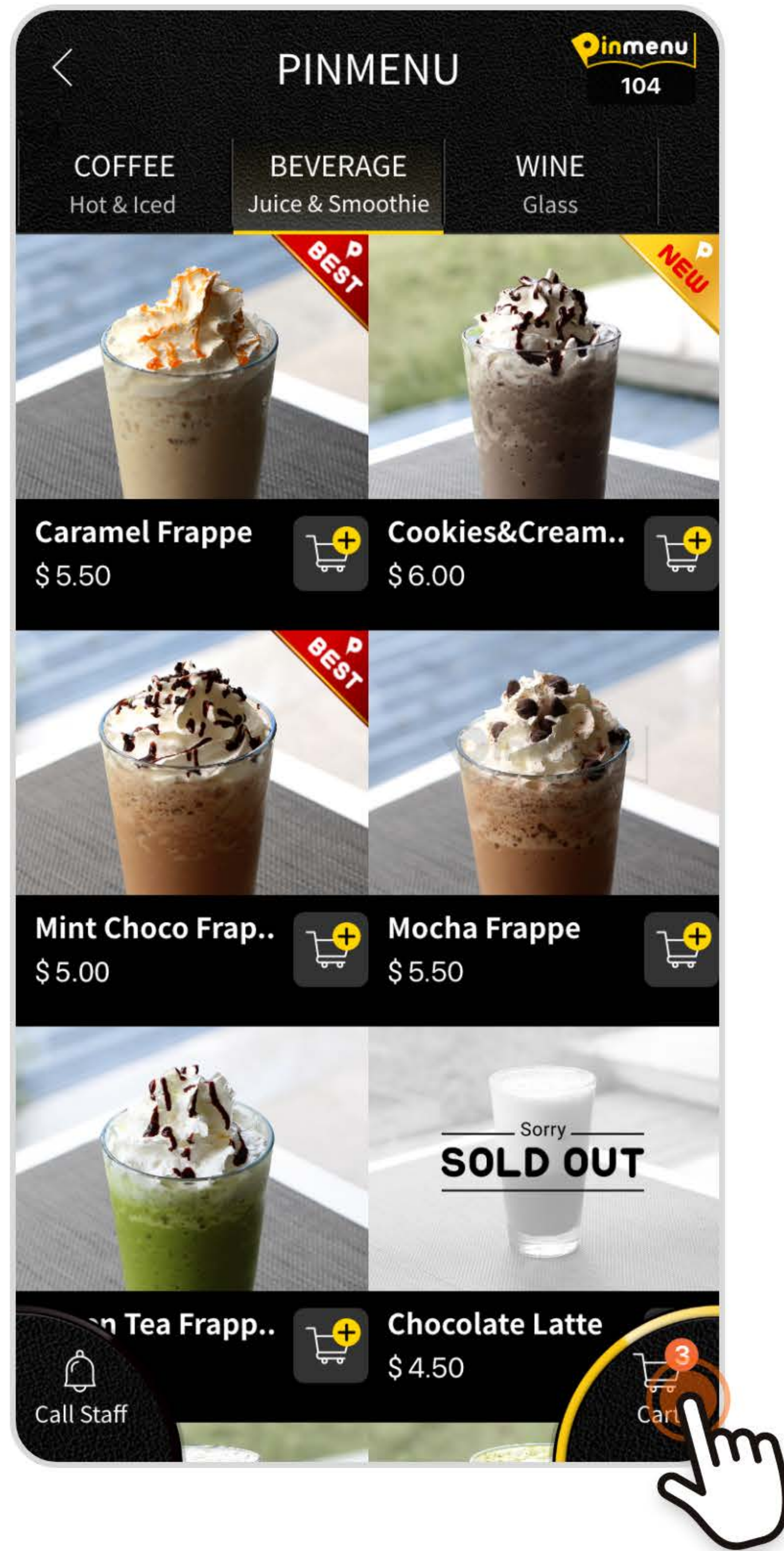




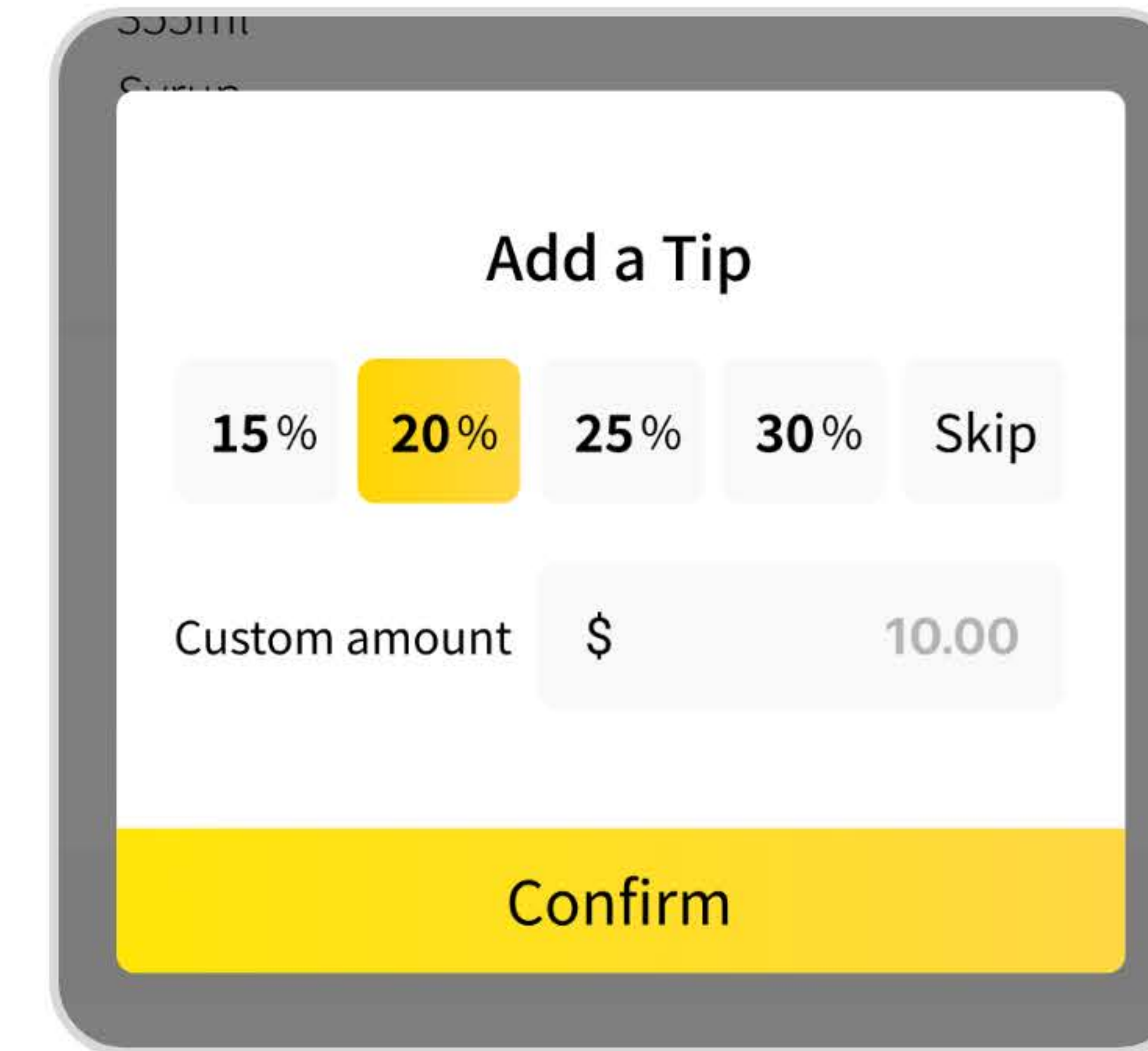
# 9-2. Select Tip(QR Order)

Customer Smartphone

Add Items to the Cart and select **Cart**

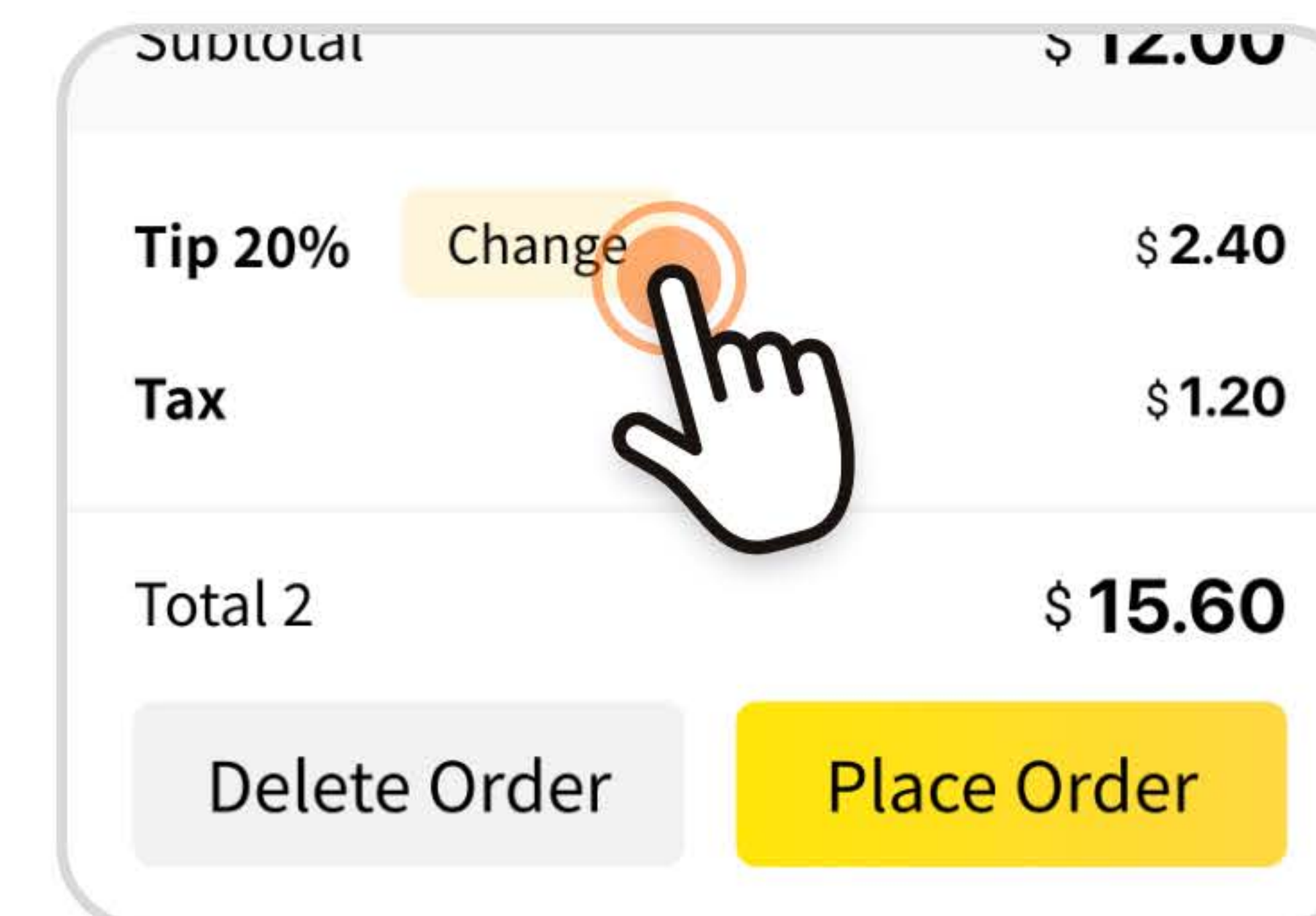


Customer select the desired **Tip** and select **Confirm**



※ You can enter the amount directly through 'Customer Account'

**Tip** can be modified at any time with the **Change** button before ordering





# 10. Set Event

**Tip** Let the customer know the events being held in the store with the Pinmenu.

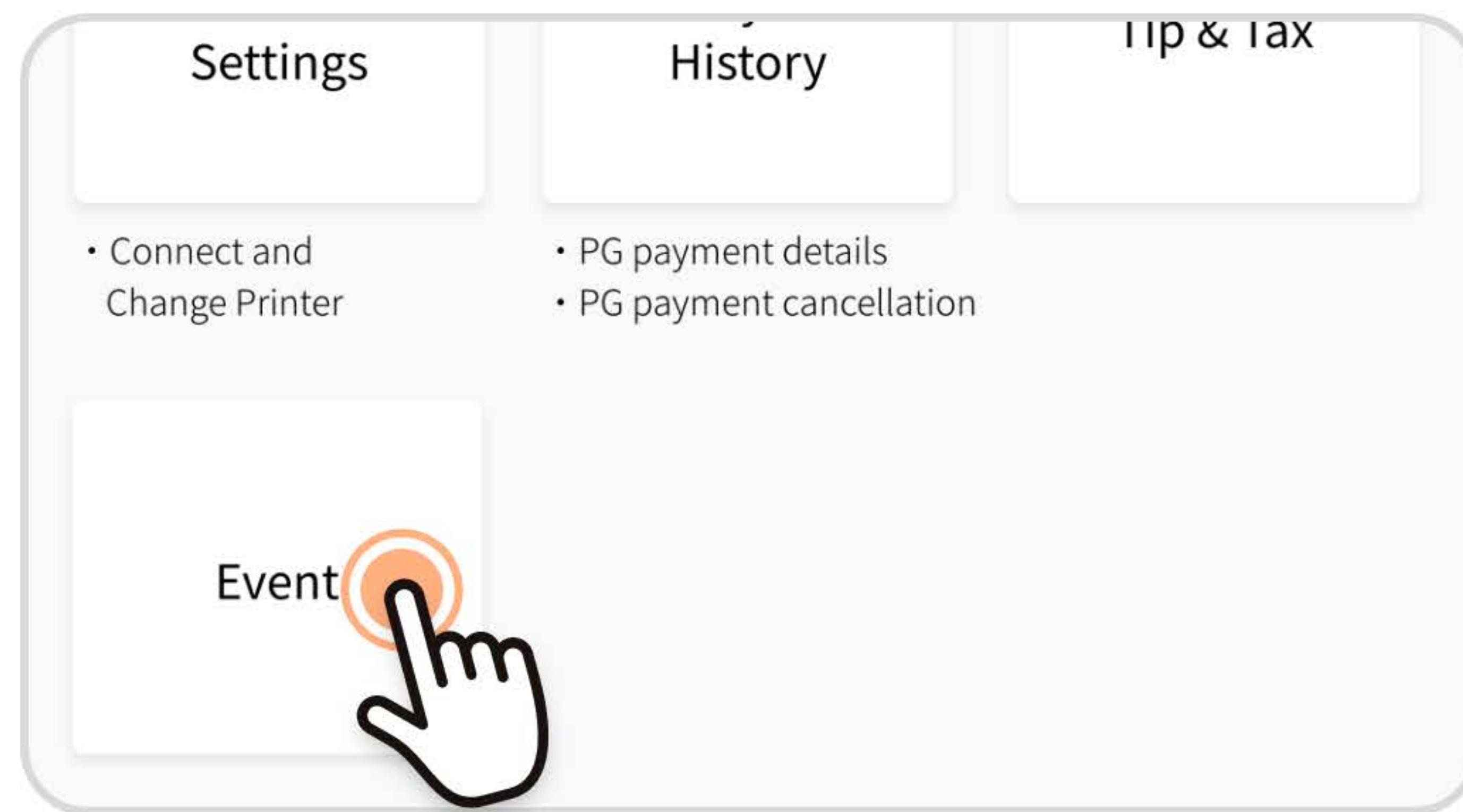
10-1. Set Event



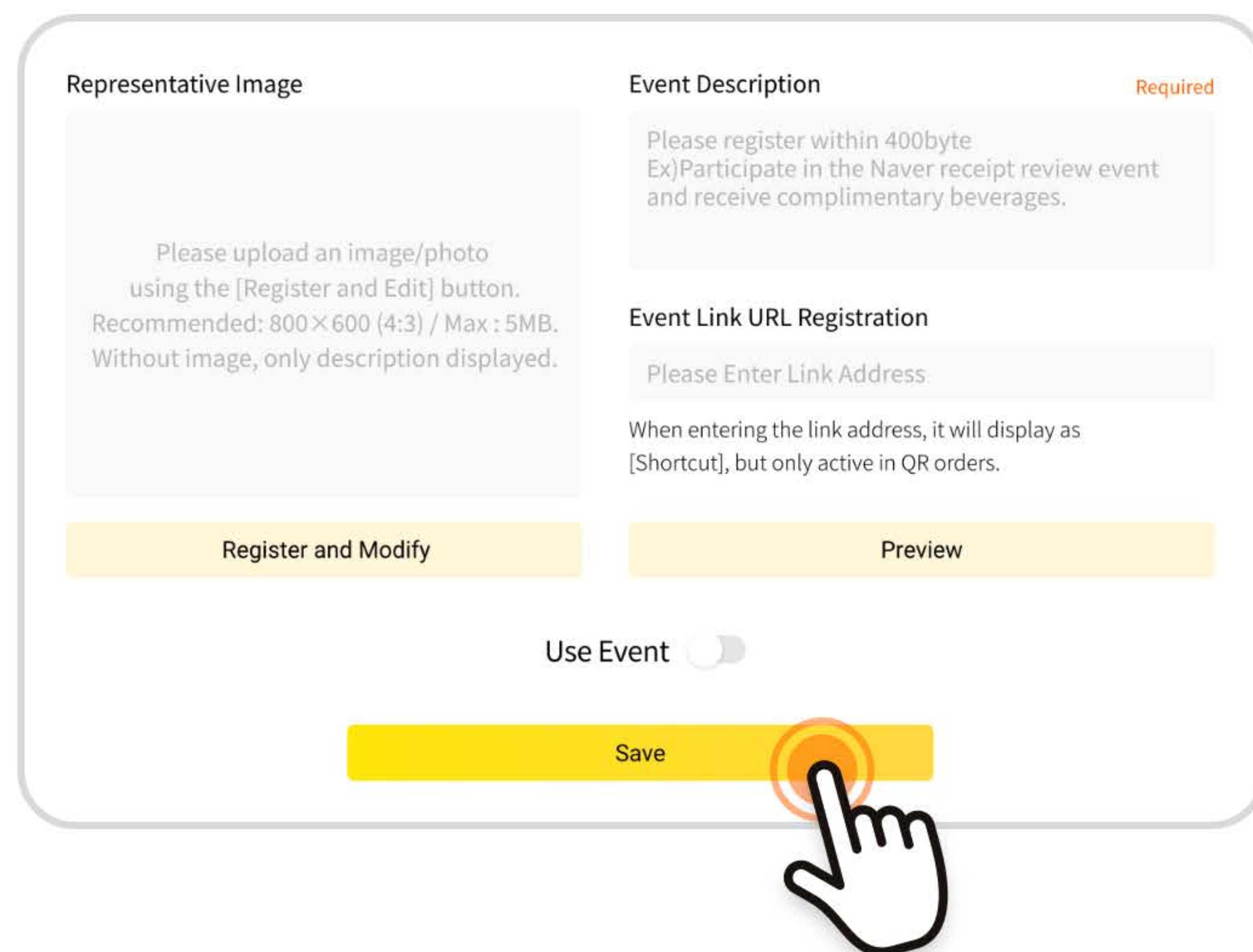
# 10-1. Set Event (Tablet PC)

Mgmt. App

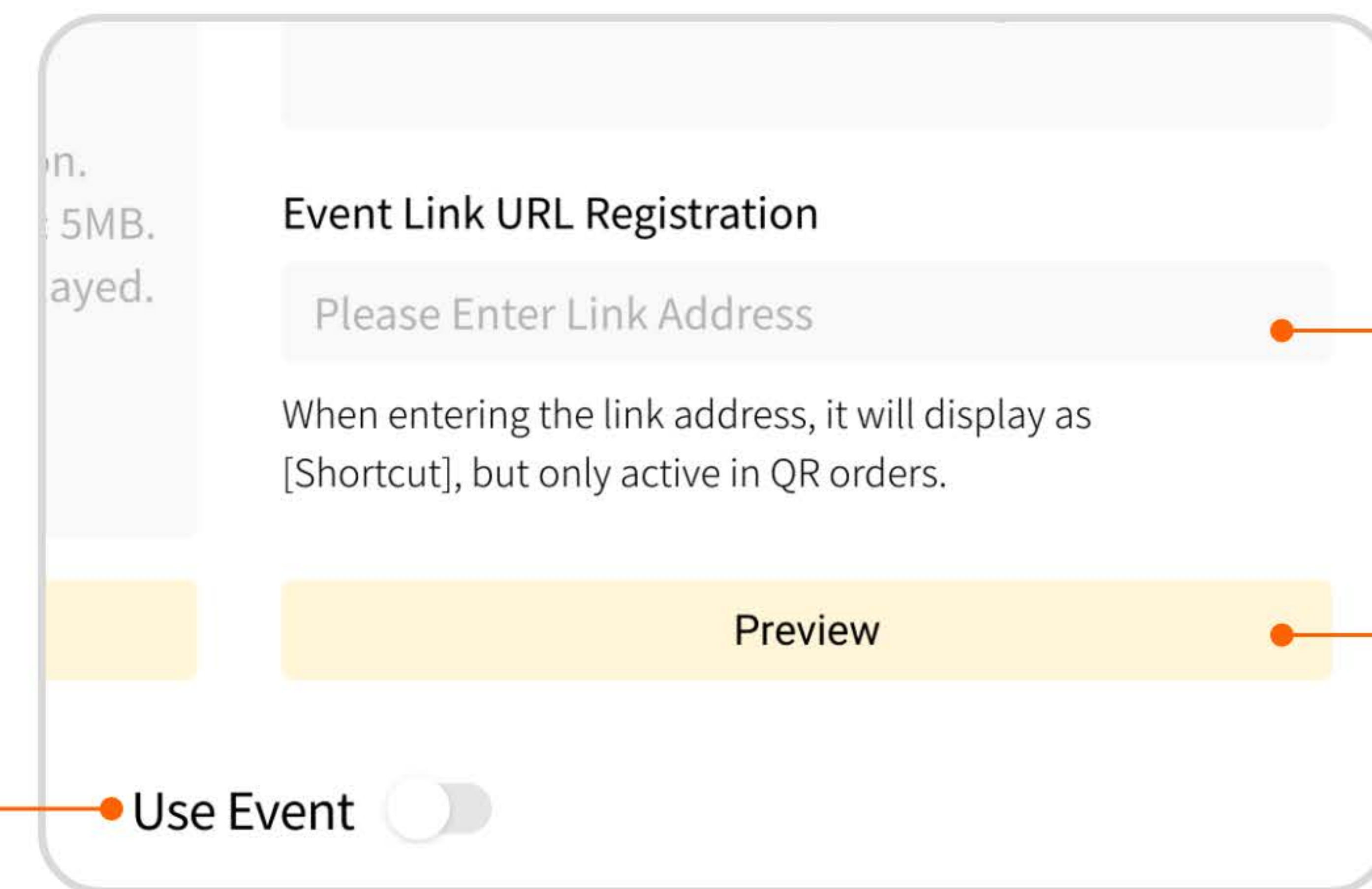
## Select Store and Select Event



## Create an Event Image/Photo and Description and select Save



If you **On** the **Use Event Switch**, you can check the **Event Pop-up** after completing the order on the menu

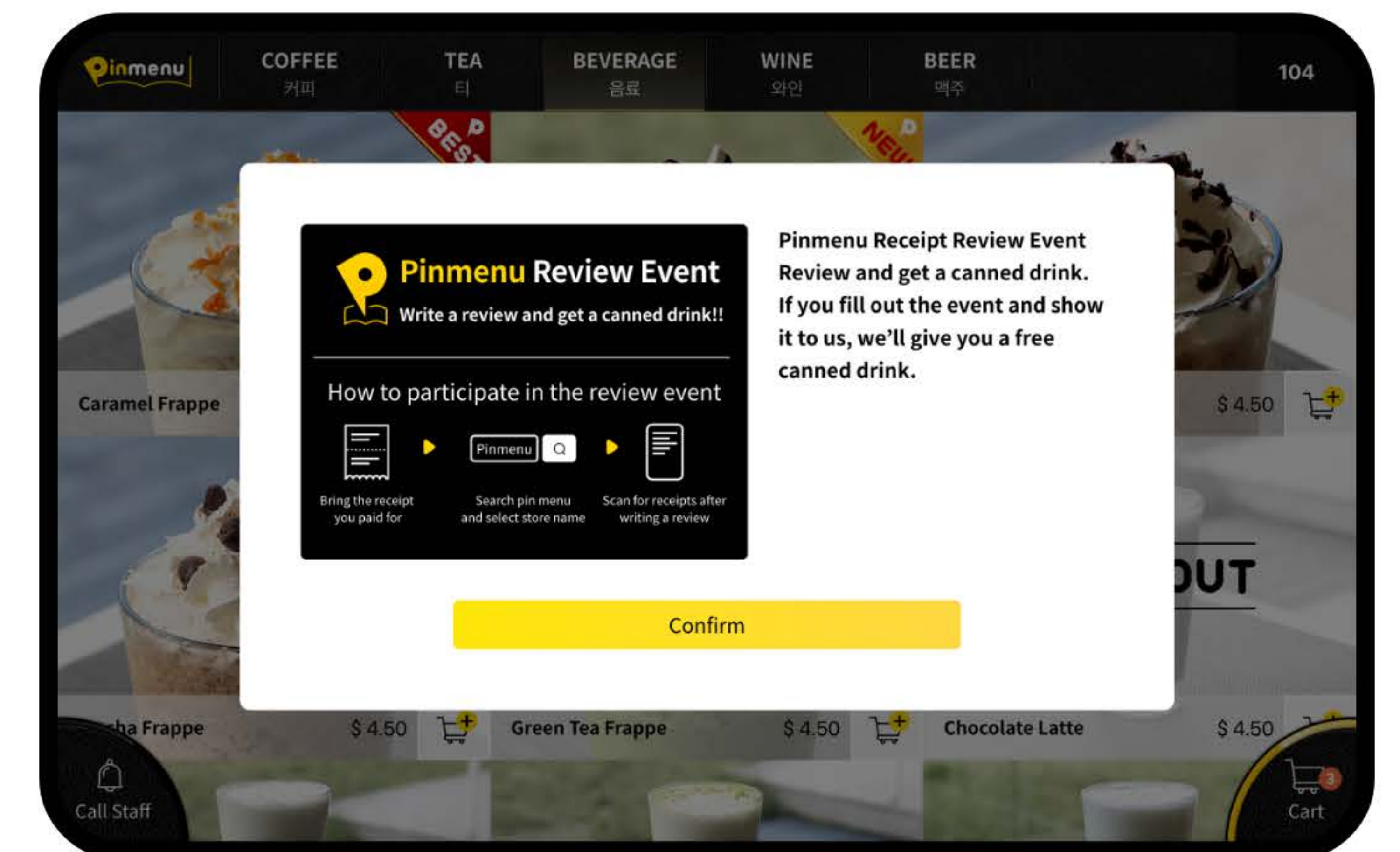


The link address is only active in QR Order.

You can check the screen applied to the menu in advance as a Preview.

Order App

The event you set can be viewed in the Order App by Pop-up after the order is completed.





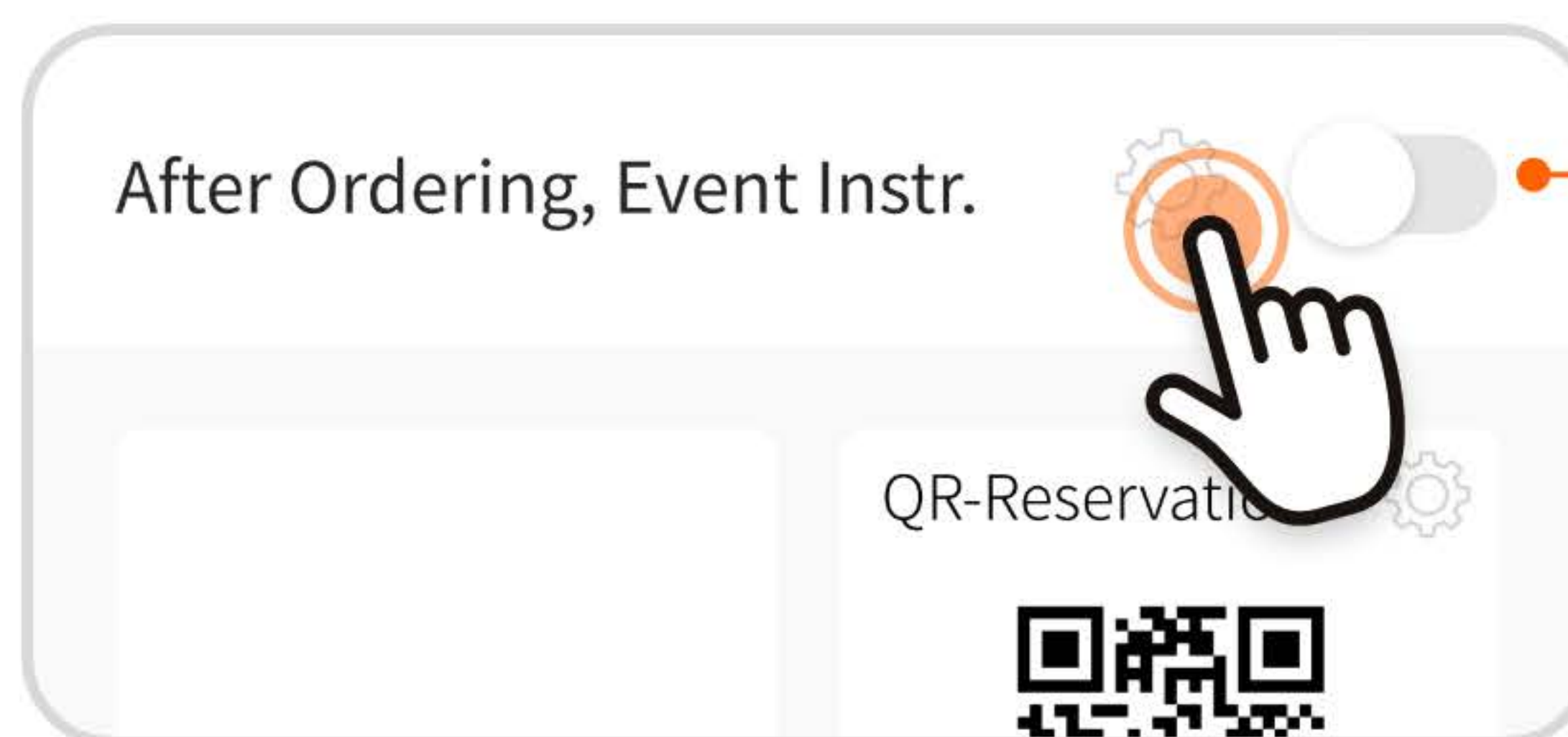
# 10-1. Set Event(Smartphone)

Mgmt. App

Select **QR Code** at the bottom of the app and select **Store to Set**

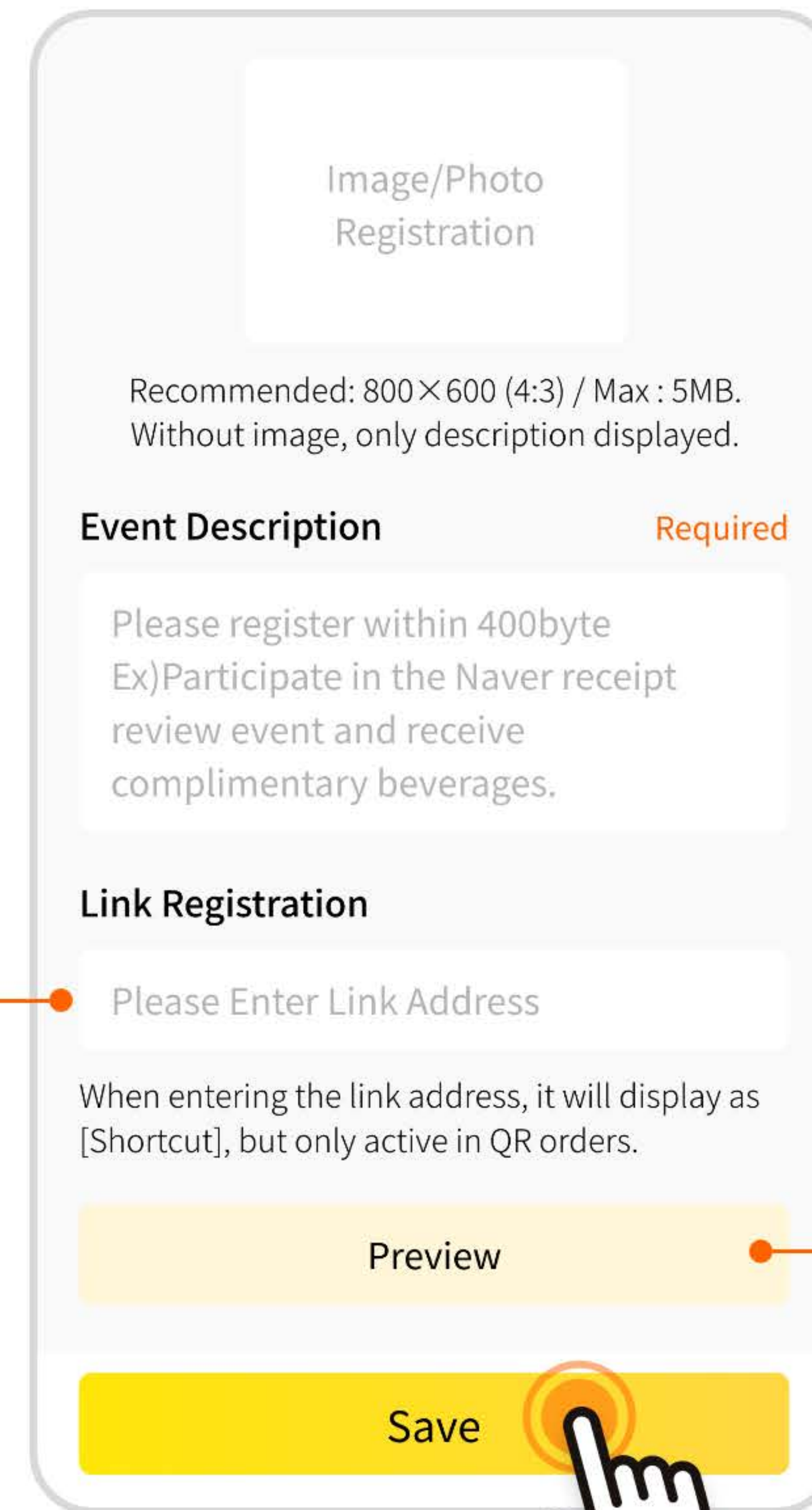


Select the **Cog Icon** for **After Ordering, Event Instr.**



If you **On** the **Use Event Switch**, you can check the **Event Pop-up** after completing the order on the menu

Create an **Event Image/Photo** and **Description** and select **Save**

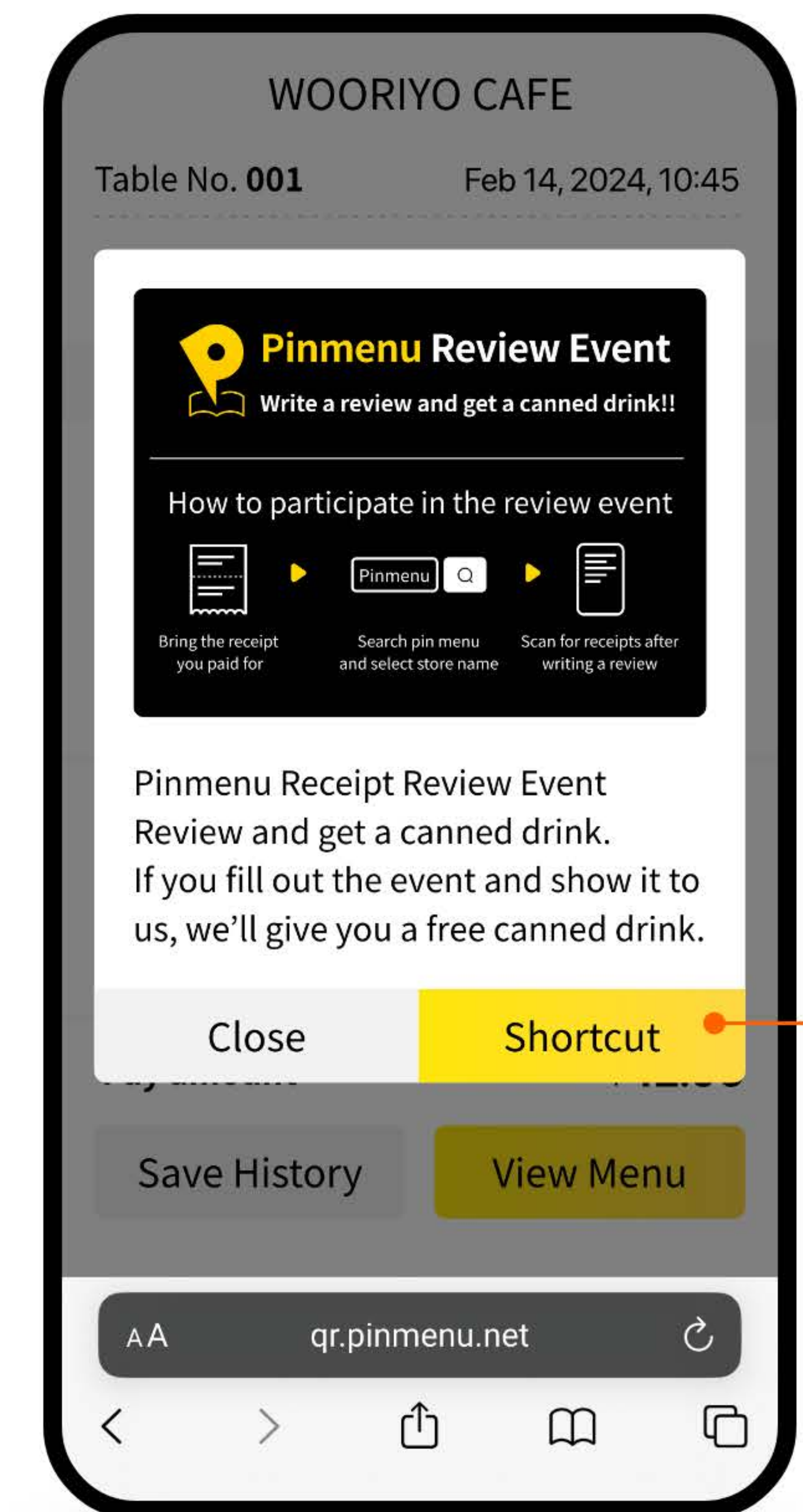


The link address is only active in QR Order.

You can check the screen applied to the menu in advance as a Preview.

Customer Smartphone

The event you set can be viewed in the **QR Order by Pop-up** after the order is completed.



If you enter a link address, you will be associated with that address with a shortcut.





**Thank you**