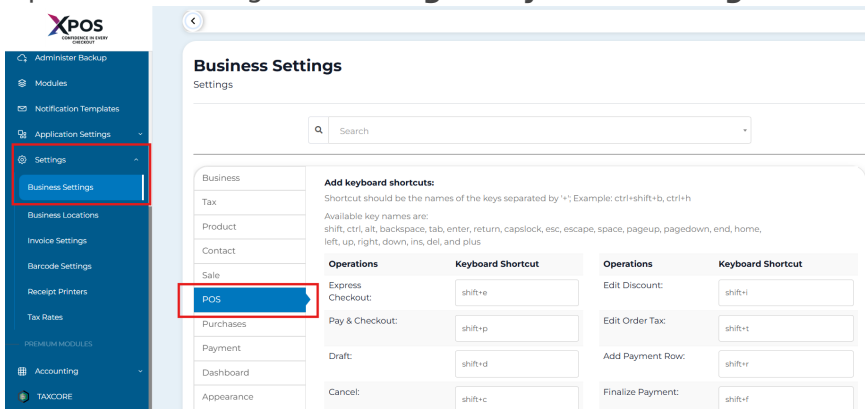


Configuring keyboard shortcuts for POS screen

1. How to Add or Change Shortcuts

1. Open **XPOS** and go to **Settings** → **System Settings** → **POS Section**.



2. Find the **Operations** list with the current shortcuts.
3. Click the shortcut field of the operation you want to change.
4. Press your desired key combination using the **Available Key Names** (see below).
5. Click **Update Settings** to save the shortcuts

Important: Do not use shortcuts that conflict with your browser (e.g., Ctrl+T opens a new tab).

2. Available Key Names

- **Modifier keys:** shift, ctrl, alt
- **Navigation keys:** backspace, tab, enter, return, esc, escape, space, pageup, pagedown, end, home, left, up, right, down, ins, del
- **Other:** plus

3. Default XPOS Shortcuts

Operation	Keyboard Shortcut
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Express Checkout	shift+e
Pay & Checkout	shift+p
Draft	shift+d
Cancel	shift+c
Go to Product Quantity	f2
Edit Discount	shift+i
Edit Order Tax	shift+t
Add Payment Row	shift+r
Finalize Payment	shift+f
Add New Product	f4

4. Tips for Safe Shortcut Configuration

- Test new shortcuts immediately on the POS screen.
- Keep a reference of your customized shortcuts handy.
- Use **modifier keys** (ctrl, shift, alt) to avoid accidental conflicts.