



Lightspeed Retail

Guided Setup

CHECKLIST

The guide consists of 5 lessons that are arranged in a recommended order:

Lesson 1: Account Settings

- 1 a. Getting Started
- 1 b. Employees
- 1 c. Taxes
- 1 d. Discounts

Lesson 2: Inventory

- 2 a. Import Inventory
- 2 b. Importing catalog items
- 2 c. Adding items manually
- 2 d. Categories

Lesson 3: Hardware

- 3 a. Supported Hardware
- 3 b. Barcode Reader
- 3 c. Receipt Printer and Cash Drawer
- 3 d. Label Printer

Lesson 4: Payment Processing

- 4 a. Integrated vs. Non-Integrated
- 4 b. Payment Types
- 4 c. Configuring your Payment Processing

Lesson 5: Sales

- 5 a. Opening the Register
- 5 b. Basic Sale
- 5 c. Refunds and Exchanges
- 5 d. Voids
- 5 e. Closing the Register

CONGRATULATIONS!

Now that you have officially completed the Retail Guided Setup, you are ready to go live!