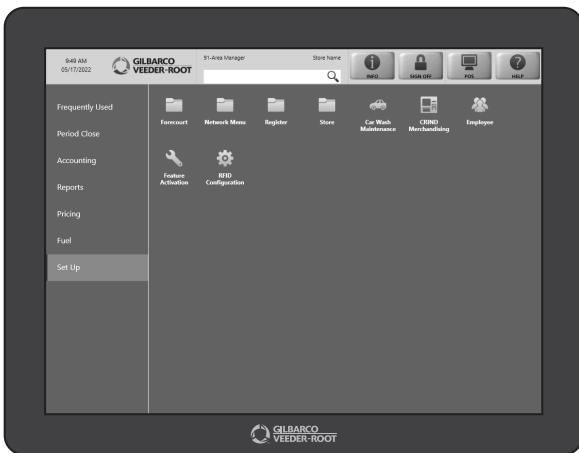# ADD SPEEDKEY SECONDARY/SUB MENUS

Secondary menus can be used to represent a category – like coffee bar. And contain multiple choices like coffee or lattes.

HERE'S HOW TO SET THAT UP.

Gilbarco recommends that before configuring your Speedkey Menus, you plan your Primary, Secondary, and Sub Menus. Start by configuring your Sub Menu to assign to a Secondary Menu, then your Secondary Menu to assign to a Primary Menu.

FROM THE MANAGER WORKSTATION:

1. Select "Set Up" — Set Up	*2. Then "Register"* — Register	*3. Then "Speedkey Maintenance"* — Speedkey Maintenance
4. Select the "Add" button	*5. Enter your Key Menu Description which will be the name of your Secondary or Sub Menu.*	

6. Set the menu level to Secondary or Sub Menu, depending on the type of menu you are creating.

7. Select an empty position on the Speedkey grid.	*8. Tap the "Add Key" button on bottom left of screen.* — Add Key

9. Enter or search for the PLU or UPC code to assign the key, find and highlight the item and click "Select".

10. Click the ellipsis to the right of the icon box. Find and select the icon for the key by highlighting the icon image name and clicking the "Select" key.

11. Continue the process to fill out your menu.
When you are done, select "Save".

To assign your Secondary or Sub Menu to a Primary Menu, go to your Primary Menu and select the "Change" button. Select an empty spot on the grid and tap the "Add Key" button. Select your Secondary or Sub Menu from the Menu ID drop-down list. Give your key an icon. Select "Save". You can add multiple Secondary or Sub Menus by simply repeating the process.

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Watch the ADD SPEEDKEY SECONDARY/SUB MENUS demo at: Gilbarco.com/PassportTips