

Welcome to the **Lightspeed** family and congratulations on your purchase of **Lightspeed Restaurant!** We have numerous **tools** and **resources**, available, to help guide you through every step of the implementation process.

1st Planning. Proper planning is a vital first step to ensure the success of your Restaurant launch, so here is a Planning Checklist with our **Scheduling Best Practices** to get you started.



Checklist

Key Milestones of your implementation process	Scheduled Dates
✓ Your Restaurant Launch Date: Set a deadline for your launch	
✓ Hardware Installation Date: Plan 5+ days before the launch date (<i>new installations</i>)	
✓ Manager Orientation Session Date: Plan 10-15 days before the launch date	
✓ Menu Configuration Date: Plan 5-10 days before the launch date	
✓ POS Orientation Session Date: Plan 2-5 days before the launch date	
✓ Practice Run Date: Plan 2+ days before the launch date	
✓ Your Restaurant Soft Launch Date: Plan 1+ days before the launch date	

Next Steps:

- 2 - **“Getting Started with Lightspeed Restaurant”** Available during your Manager Orientation.
- 3 - **“Go Live: Installation Checklist”** To be used during your Hardware Installation.
- 4 - **“Readiness Evaluation” Checklist** To be used following your POS Orientation session.

Key Resources:

- **Lightspeed Customer Success:** To schedule your Orientation Session: **1.866.932.1801 ext. 800.**
- **Lightspeed Support:** Contact us for technical support: **1.866.932.1801, 2** for support & **4** for Restaurant.
- **Lightspeed Restaurant Login Page:** <http://www.lightspeedhq.com/products/restaurant/login/> .