



1stPay POS[®]

SETUP GUIDE

1stPay POS[®]

STOP!
READ GUIDE
BEFORE
GETTING
STARTED.

Welcome!

Thank you for choosing 1stPayPOS®, a powerful iPad® point-of-sale solution for small to medium-sized businesses. With 1stPayPOS, effortlessly manage your transactions and track sales with a simple touch.

Your Box Includes:



Card Reader



Receipt Printer



Cash Drawer



Stand



Printer Paper

Optional Peripherals:



*Kitchen Printer



*Cable Lock



*Barcode Scanner

*Optional peripherals not included in the standard package. To order peripherals, please contact your sales representative.

System Requirements

Use of the 1stPayPOS® system requires the following:

- 1) **iPad** - Must have an iPad 2 or higher with a minimum operating system of iOS 7.
- 2) **Broadband Internet Connection** - Must have Broadband Internet Connection with local Wi-Fi network to communicate with receipt printer and iPad.
- 3) **Card Reader** (depends on Stand) - Bank-supplied Card Reader required. (Model depends on iPad generation.)
- 4) **LAN/Ethernet Port** - Printer requires LAN/Ethernet port.

SECURITY: MERCHANT is responsible for and must comply with any software license agreements. BANK is not responsible for any personal use, including any misuse or illegal use of the equipment by MERCHANT. It is MERCHANT's sole responsibility to backup all data stored on the iPad, and all data maintained on the equipment by MERCHANT is MERCHANT's sole responsibility.

iPad is a trademark of Apple, Inc.
iDynamo is a trademark of Magtek® Inc.
Socket CHS is a trademark of Socket Mobile, Inc.
Bluetooth® is a registered trademark of Bluetooth SIG, Inc.

Updated 1.2015

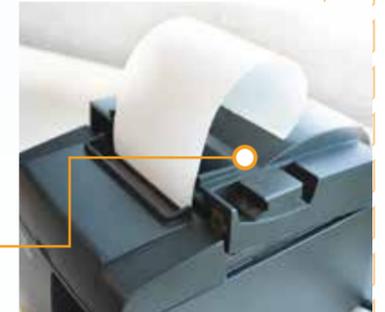
Let's get started!

1 Load the Printer Paper

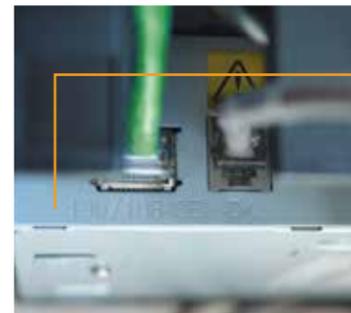


Remove the thermal paper from the wrapper and place into the printer with the roll facing out.

Push the top of the printer down over the roll and shut tight.



2 Connect Your Printer



Connect one end of the Ethernet cable (**GREEN CABLE**) into the 100/10BASE port on the back of the printer.

Plug the other end of the Ethernet cable into the first available LAN port on your wireless router.



Then plug the power cord (**BLACK CORD**) into a properly grounded AC outlet. Turn the printer on. When connected, the printer "Ready" light will blink green, then turn solid green.

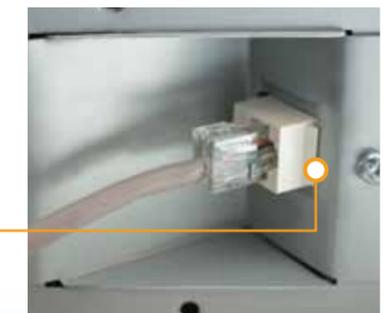
IMPORTANT!
The iPad and Printer must use the same Wi-Fi network in order to connect properly.

3 Connect Your Cash Drawer



Connect the cash drawer cable (**GRAY CABLE**) underneath the cash drawer and into the "DK" port on the receipt printer.

The larger end of the cable plugs into the cash drawer and the smaller end will fit into the receipt printer.



4 Connect Your Barcode Scanner (optional)

Go to the settings in your iPad, tap "Bluetooth" on the left side of the screen. Tap the "OFF/ON" switch to change it to "ON".



Turn on the scanner by pressing the smaller button on top of the scanner until it beeps twice, low to high.

The device should appear on the iPad as "Socket CHS"; select to pair the scanner to the iPad.

Refer to your User Manual for detailed instructions.

5 Wi-Fi Network

Set up your wireless router using 1stPayPOS® System Requirements on Page 2 of User Manual.

6 Connect to Wi-Fi

On your iPad, go to "Settings", "Wi-Fi", and "Connect to your Wi-Fi network". Find your local network in the list of Wi-Fi networks that appear. If you can't find your network, ensure the router is on and working properly. You will need a secure connection to your Wi-Fi network in order for the 1stPayPOS system to work, not a hotspot connection.

7 Create an Apple ID

You will need to create a new Apple ID in order to download and install the 1stPayPOS app from the App Store onto your iPad.

To create your new Apple ID, open your internet browser and go to: <http://appleid.apple.com/account>
Follow the prompts to create your Apple ID

8 Verify Your Email Address

In order to use your new Apple ID, you will need to verify your email address. Check your email for a verification email from Apple. Click on the 'Verify Now' link and sign in with your new Apple ID and password.

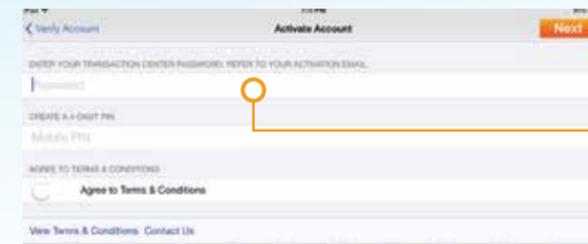
9 Install App

Tap the App Store icon on your iPad. Go into the search function and type "1stPayPOS". Follow the prompts on the screen to install the app on your iPad. You might be required to type in your Apple ID again or review your Apple account information before you can search for the 1stPayPOS App.



10 Activate Account

Once the app is installed, tap "Open". Then tap "Activate My Account"



Enter your Transaction Center ID and Username. (Refer to your 1stPayPOS activation email.)

Enter your Transaction Center Password. Create a 4-digit PIN. Agree to Terms & Conditions.

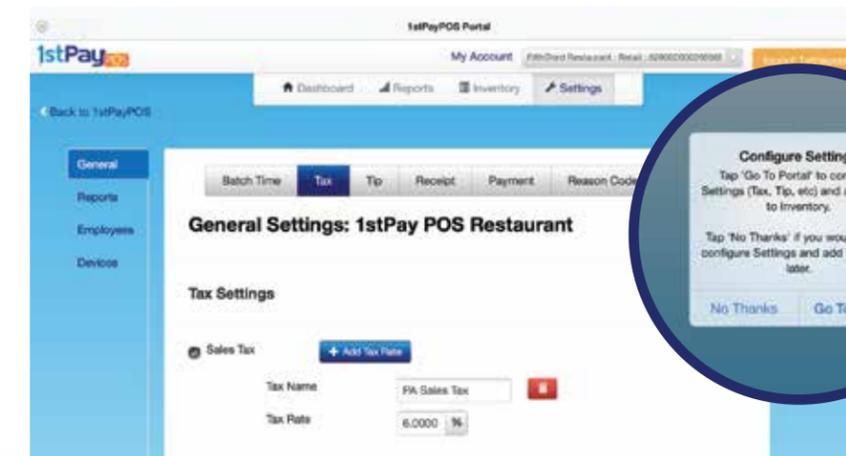
11 Configure Card Reader

Select your card reader based on the pictures provided within the app. "Device Activation" message will display. Tap "OK".



12 Configure Settings

On login screen, enter the 4-digit PIN you created in the previous step. "Configure Settings" message will display. Tap "Go To Portal".



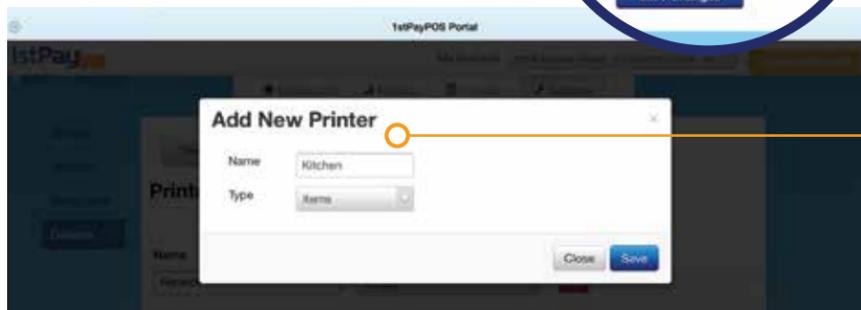
Configure your batch close time, tax, tip, and other merchant settings. Add inventory or load your menu.

13 Check Printer Settings

Go to the Settings tab at the top and tap "Devices", then "Printers". Unless you want to rename your printer, it will be named "Receipt" and Printer Type is "receipt". Tap "Save Changes" to finalize the printer setup.



Tap "Back to 1stPayPOS" and enter your 4-digit PIN.



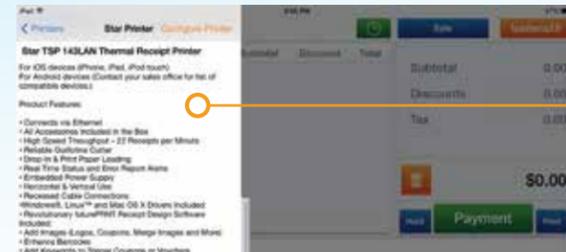
*NOTE: For systems with more than one printer (kitchen printer), tap "Add Printer" and type in a separate name for the second printer, choose "items" as the Printer Type from the dropdown menu, tap "Save", then tap "Save Changes".

14 View Tutorial

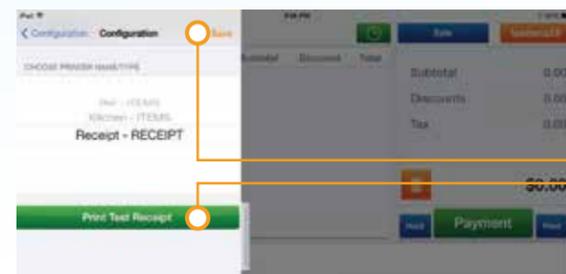
These 3 tutorial screens give a quick overview of the app. You can review them now or access them later in the help section. Tap "Close" when finished.



15 Configure Printer/Print Test Receipt



Tap the Menu tab (gray tab on left side of screen next to Home button), then tap "Settings" - "Printers" - "Star Printer" - "Configure Printer".



Select the printer, select Printer Type, tap "Print Test Receipt", then tap "Save" in the top right hand corner. Your printer will be configured after you tap "Save".

If you have a kitchen printer, be sure to configure this one also.

Congratulations, you have completed the setup for your 1stPayPOS!

