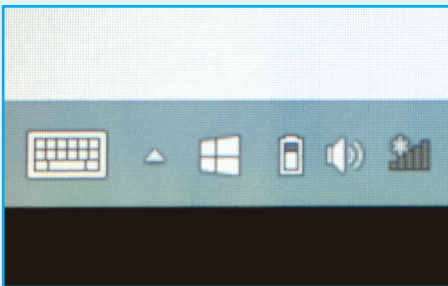




WINDOWS LAPTOP & PRINTER QUICK START GUIDE

DO NOT AMEND ANY OF THE SETTINGS. YOUR EMAIL SETTINGS ARE PRESET BEFORE THE LAPTOP IS DESPATCHED. FOLLOW THE INSTRUCTIONS BELOW ONLY.

Any breakdown in the equipment due to altering of the predefined settings will result in a technical support fee and could result in your equipment being unusable thus incurring further costs. Turn on laptop by holding power button down until logo appears on screen (shown right).



1. Select the Wi-Fi icon from the bottom right of the screen and connect to your Wi-Fi network.



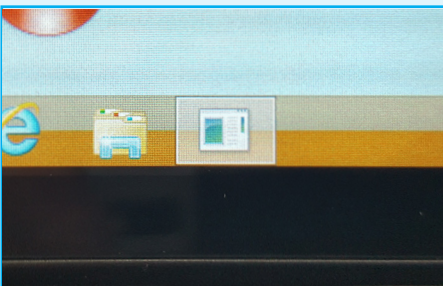
2. Plug the laptop charger into the mains.
3. Plug the other end of the lead into the left hand side of the laptop.



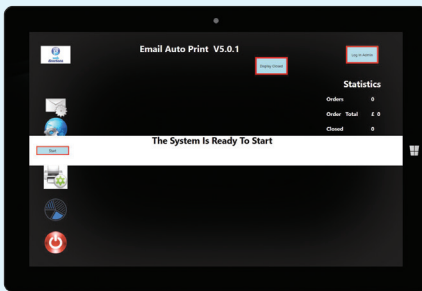
4. Plug the printer power supply into the mains and into the printer. lights will appear on the printer and print a small bit of paper will print out.
5. Connect the other end into the laptop on the right hand side of the printer



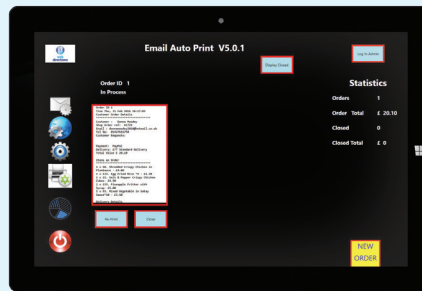
6. Plug the usb into the square port on the back of the printer and plug the other end into the USB port on the left hand side of the laptop.



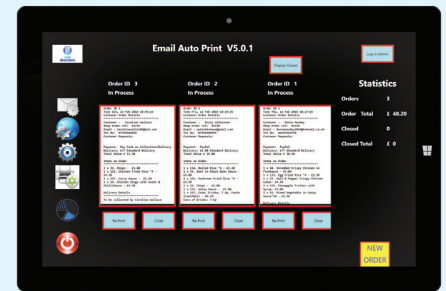
7. To open the orders software, click on the icon along the taskbar at the bottom of the screen as shown above.



8. Select the Desktop when the Start page appears.
9. Double tap the Auto Printer.
10. Click Start Session.

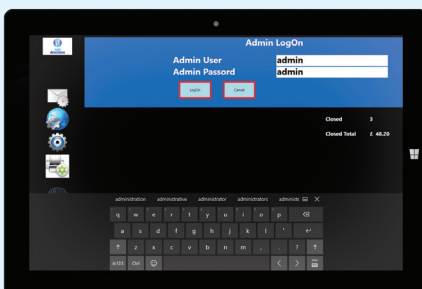


Received orders will now be received on screen and automatically print. The most recent order will appear to the left of the screen and a New Order icon will appear on the right hand side when order is received. Once the order is complete, click close on each order.



To go back to closed orders, select Display Closed Orders at the top of the screen. You can re-print any closed order from that day by selecting re-print on the specific order. Switch back to Open Orders by selecting Display Open Orders.

For a summary of the session's takings, select the pie chart icon on the left. This will require Admin Log On.



11. Click Admin Log On (top left corner) (Warning message may appear, press OK).
12. Using the keyboard which will automatically appear, type in the following login details:
User: **admin**
Password: **admin**
Press OK.

13. Select the pie chart icon again. This brings up a Print Summary button and Print Overview of Orders. Selecting either of these will print summaries of the day's session. To log off, press the power button at the bottom of the left hand side. (If not already logged in as Admin, this will require you to log on using points 11 & 12.)

PLEASE NOTE: LOGGING OFF WILL END THAT SESSION AND WIPE ALL ORDERS.

ONLY LOG OFF AT THE END OF EACH DAY.

At the end of the day turn off both the printer and the laptop, printer by the switch on the back and the laptop you can switch off manually by clicking on the start button in the bottom left hand corner and click the off button at the top

IMPORTANT: PLEASE READ

DO NOT lock the screen of the laptop during open hours. This will cause it to pause printing until the laptop is unlocked again.

If you require assistance in setting up your Laptop and Printer please ring 01256 863006.