ShipRite Software

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Hardware Installation for Par POS System

You will receive several boxes containing the necessary hardware to complete the system setup.
- PAR Tech POS unit
- Brother Laser printer
- Mettler Toledo Scale
- ScanSource POS Platform
- ScanSource POS Cash Drawer
- Citizen Receipt Printer w/ USB cable, RJ12 cable, Bar Code Scanner
- TSC Thermal label printer

WARNING: <u>DO NOT</u> throw out the boxes for at least 2 months. If you return an item to us, and it is <u>NOT</u> properly packaged, we will charge you for any repair/replacement if damaged in transit plus a 25% restocking fee.

- Open the box containing the cash drawer and remove it from the box. Determine where on your counter that the cash drawer will be placed. This will be your base for everything; all items will be placed on the cash drawer. Notice that there is a pass-through hole for the printer cables to go through. If necessary, you can drill a hole in your counter directly beneath the pass-through hole, allowing for the cables to remain hidden from view.

- Open the box containing the POS platform and remove it from the box. You'll notice that there are holes on the platform to feed the printer cables through. (**Note:** *See figure 1 for reference*)
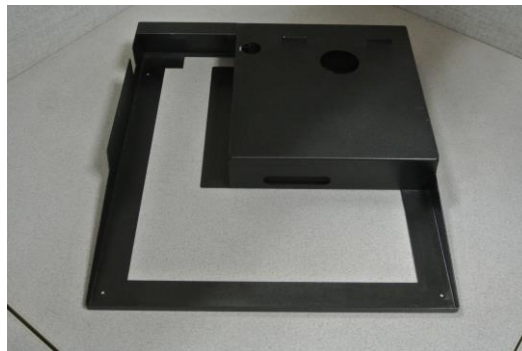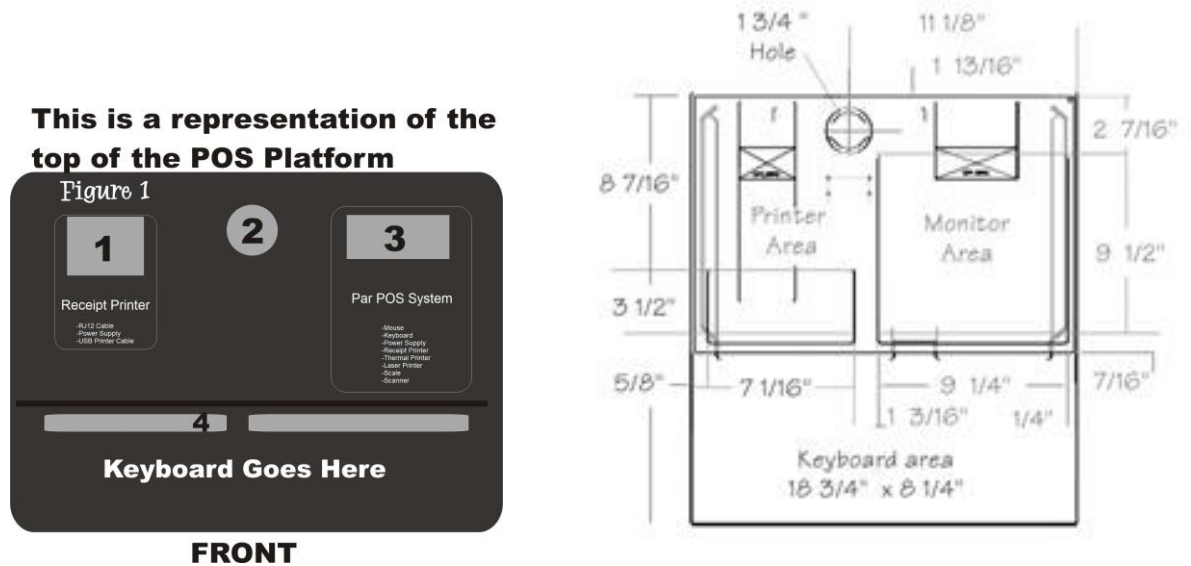
Figure 1:

This is a representation of the top of the POS Platform

- Taped to the bottom of the platform is a blue plastic bag which contains the screws necessary to attach the platform to the cash drawer. Line up the platform on top of the cash drawer so that the holes sync up. Next, use a screwdriver to screw the screws in place.

- Turn the cash drawer around so that you're looking at the back of it. Next, remove the six screws holding the cover in place and then remove the back cover. Notice the cable attached to the cash drawer; that is the RJ12 cable which will connect to your receipt printer and fire open the drawer when a sale is made. (**Note:** *Some cash drawers may have the RJ12 cable in a separate bag which will need to be attached manually*)

- Feed the RJ12 cable up through the pass through hole on the top of the cash drawer.

- Open the box containing the Mettler Toledo Scale and place it in a logical position. There will be two cables associated with the scale, an usb cable and a power supply. Turn the scale upside-down to locate where you will plug in the power supply and usb cable. Next, plug the power supply into a grounded & protected circuit. Finally, run the usb cable up through your counter, through the cash drawer's pass-through hole and out the top hole of the POS platform. (**Note:** *Hole 3 from Figure 1*)
- Open the box containing the Brother Laser Printer and place it in a logical position. Plug one end of the power supply into the printer and the other end to a grounded & protected circuit. Next, plug one end of the usb printer cable into the back of the printer and then feed the other end up through your cash drawer and up through the POS platform, right next to the scale cable. (**Note:** *Hole 3 from Figure 1*) Lastly, just make sure printer paper has been loaded into the device.
- Remove the power cord for the PAR Tech POS from the box containing the unit itself. Plug this power supply into a grounded & surge protected outlet. Run the cable up though your counter, up through your cash drawer and up through the POS platform. (**Note:** *Hole 3 from Figure 1*)
- Open the box containing the Citizen Receipt Printer. Plug the power supply into a grounded & surge protected outlet and then run the other end of the cable up through your counter, through the cash drawer and out of the POS platform. (**Note:** *Hole 1 from Figure 1*)
- Locate the usb cable sent with the hardware that will be used for the receipt printer. Take the usb end of the printer cable and feed it down through hole 1 and then back up through hole 3. The usb end will connect to the POS and the other end will connect to the back of the receipt printer. You should now have 3 cables coming out of hole 1, all of which will connect to the receipt printer. They are the power supply, RJ12 cable, and usb cable.
- Open the box containing the Scanner. The base for the scanner consists of two parts, the actual base and the holder. Run the thin end of the holder up through the bottom of the base. In a small envelope, included with the scanner, will be two screws and two washers. These are used for attaching the base to the holder. They will be installed on the bottom of the base. Next, run the usb cable for the scanner up through your cash drawer and up through the POS platform. (**Note:** *Hole 3 from Figure 1*)

- Open the box containing the mouse and run the usb end up through your cash drawer and up through the POS platform. (**Note:** *Hole 3 from Figure 1*)
- Open the box containing the keyboard and run the cable through your cash drawer (**Note:** *Hole 4 from Figure 1*) and up through the POS platform. (**Note:** *Hole 3 from Figure 1*)
- Open the box containing the TSC Thermal Printer and place it in a logical position. There will be two cables associated with the thermal printer, an usb cable and a power supply. Plug one end of the power supply into the printer and the other end to a grounded & protected circuit. Next, plug one end of the usb printer cable into the back of the printer and then feed the other end up through your cash drawer and up through the POS platform, right next to the scale cable. (**Note:** *Hole 3 from Figure 1*)
- At this point, you're setup should resemble that of the image below, figure 2.

Figure 2:

- Remove the Par Tech POS unit from the box and loosen the two screws below the credit card reader. This will expose the computer ports. Connect all devices to the PAR system; see Figure 3 to reference where each device will plug into the system.
- (**Note:** *Optional*)Attach the View Two customer facing monitor to the bracket on the back of the Par Tech POS unit. The View Two monitor will slide onto the circular bracket and may be tightened by turning the knob. Locate the VGA to DVI cable, the VGA end will connect to the View Two monitor while the DVI end will connect to the bottom of the PAR Tech unit. (**Note:** *See Figure 3*)

Figure 3:
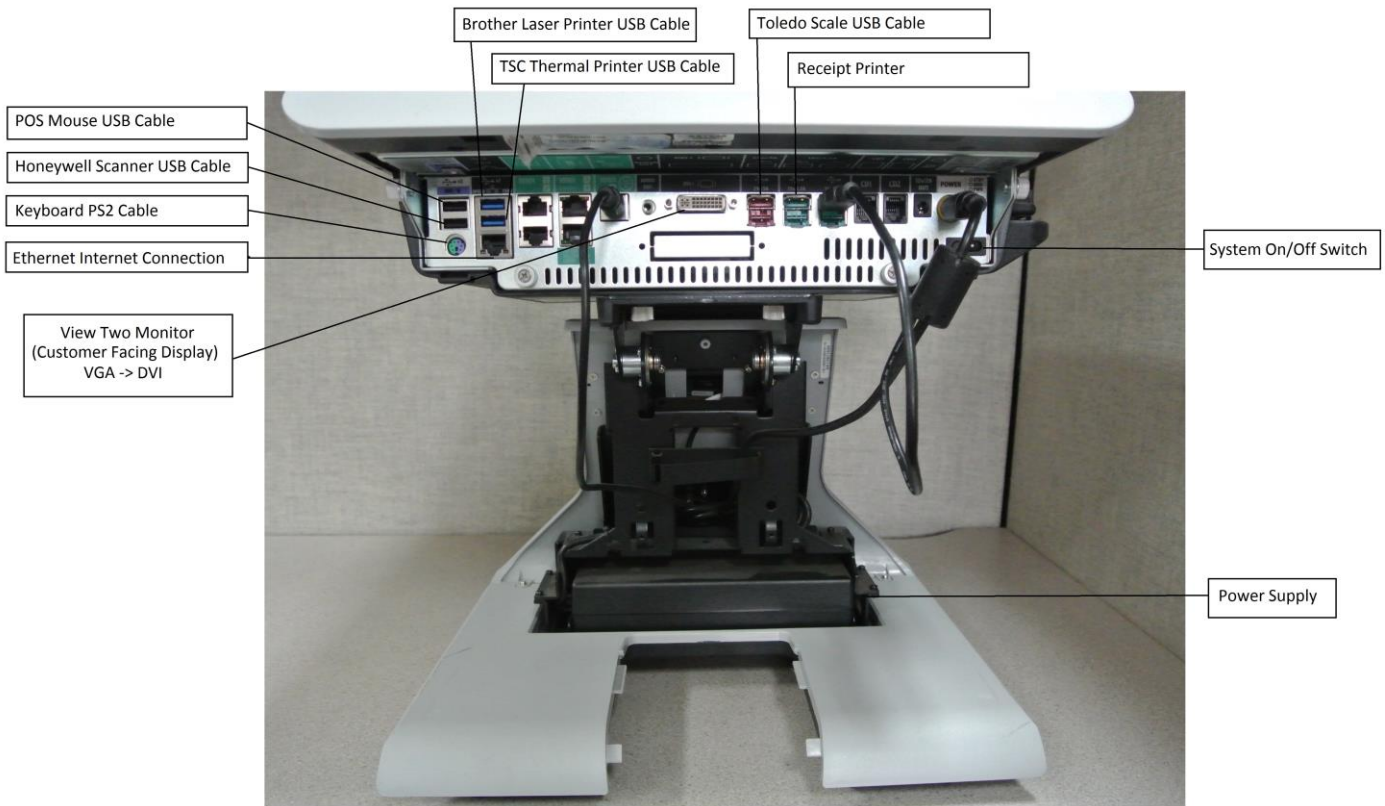
- Tuck all of the loose cables in the void space in the cash drawer beneath the POS platform. After carefully tucking the cables in place, position the Par Tech unit on top of the platform in its final position.
- Open the box containing the receipt printer and take it out of the box. Connect the three remaining cables from Hole 1 of the platform into the back of the receipt printer. They should be the power cable, RJ12 cable, and the usb cable. Tuck any visible cables under the platform and arrange the printer into its final position.

This completes the hardware setup process; locate your *ShipRite Instruction Manual* and *Getting Started Users Guide* to begin using ShipRite right away!