

## GETTING STARTED WITH E-FRESH POS

The E-Fresh application enables you to sell prepaid products from your POS terminal. The application has a one time only initialization to the central server. After initialization, you can sell prepaid products using a valid "Clerk Password" or perform management functions using a "Manager Password."

### HOW TO... SETUP & INITIALIZE

1. **Verify** that the phone line is connected and paper is installed correctly.
2. **Power the Terminal ON** by attaching the power cord, and waiting until the machine prompts you to initialize. (Omni 3300 and 3350 have a power.) Press **[F4]**. If you are not prompted to initialize, it was previously initialized. Skip to the next section.
3. **Enter Manager ID and Password.** Default value is 54321 press **↵** [ENTER key].
4. **Enter KINDEX** numeric string as provided and press **↵** [ENTER key]. (If you wish to demonstrate the terminal and not initialize, press **[F4] Demo**.)
5. **Enter UTK** alpha numeric string as provided. Generate letters by pressing the appropriate number key followed by the [ALPHA] key. Press **↵** [ENTER key] to continue. A slip will print with the Kindex number you entered and the Terminal ID. The Terminal ID must be entered on the Agents Sales Form and submitted to Now Prepay Corp (NPC) with an associated completed Merchant Forms Package.
6. **Enter Phone Number** or confirm that the displayed number is correct. (1 866 944-9356)
7. **Enter the prefix required** to access a phone line. Some phone systems require you to dial 9 to get an outside line. If the phone line has direct access, leave this field blank. If you have not received notification from NPC that the terminal can be initialized, you may power the terminal off and wait.
8. **When you have been notified that can you can Initialize...** Power on the terminal, and wait for a Password Prompt.
9. **Enter Manager ID and Password.** Default value is 54321.
10. **Select Down Arrow** to view next menu.
11. **Select [F1] Communication**
12. **Select Down Arrow** to view next menu.
13. **Select [F3] "Wizard"** and repeat steps 1 through 7 confirming all data previously entered. After accepting or entering the **Prefix**, the terminal will dial the server to initialize
14. **Wait until the POS initializes.**
15. A "Now Prepay" Idle Screen requesting a Password indicates the terminal is ready for transactions. The default clerk ID 01 and default password 234 can now be used. You can modify the default password later.

### HOW TO... MANAGE THE TERMINAL (ENTER MANAGER MODE)

Manager mode allows the manager to modify parameters, generate reports, manage passwords and enable Demo Mode.

1. **Enter Manager ID and password.** Enter the default manager ID 54 followed by the password 321 and press **↵** [ENTER key].

"Demo Mode" can be toggled on/off under "System". Demo mode vouchers will always display PIN "1234 VOID 9876."

### HOW TO...ADD A CLERK OR MANAGER

The application supports up to 20 clerks and 9 managers.

1. **Select [F1] Management** option from the service menu.

2. **Select [F1] Add Clerk** option or **[F2] Add Manager**. The POS will display the next available ID and instructions. Press **[F4] Next** to permit password creation.
3. **Enter 3 trailing digits** after the displayed ID and press **↵** [ENTER key].
4. **To Validate**, enter full password and press **↵** [ENTER key].

### HOW TO... CHANGE A PASSWORD

It is strongly recommended that once you are familiar with the terminal's operation that you change the default passwords for Manager (54321), Clerk (01234) and Reports (43210) to passwords of your choice to prevent unauthorized terminal use.

1. **Select [F1] Management** option from service menu.
2. **Select [F2] Modify** option.
3. **Enter ID and your old password** and press **↵** [ENTER key].
4. **Enter new password** and press **↵** [ENTER key].
5. **Validate new password** and press **↵** [ENTER key].

### HOW TO... REMOVE A CLERK OR MANAGER PASSWORD

1. **Select [F1] Management** option from service menu.
2. **Select [F3] Del** option.
3. **Enter clerk or manager ID** and press **↵** [ENTER key].

### HOW TO... GENERATE REPORTS

The application stores the last 1000 transactions in memory and can print four reports.

1. **Enter Report Password.** Default value is 43210
2. **Select [F2] Reports from** menu.
3. **Select [F1] Detail** option to obtain a detailed report with all the transactions during a period of time.
4. **Set Start date and End date of the report.** To modify a field move the cursor left [H2] or right [H3] and select MODIFY [H4]. Enter the desired value. Press **↵** [ENTER key] to generate the report.

#### Other Reports

- **Select [F2] Recon** to obtain a reconciliation report with the total transactions during a period of time.
- **Select [F3] Shift** to obtain the transactions made by a specific clerk ID.
- **Select arrow down [H2] and [F1] Day End** for a report of today's transactions.

### HOW TO... PERFORM TRANSACTIONS (ENTER CLERK MODE)

1. **Enter your ID and Password.** After initialization, you can enter the default ID 01 and default password 234 and press **↵** [ENTER key].
2. **Select desired product** by pressing the corresponding keys.
3. **Obtain the receipt** and give it to the customer.
4. **Select "Yes" or "No"** to confirm that receipt printed OK.
5. **Note:** If you answer "No" you are asked to check your paper and then enter your Clerk ID and Password. You are then given the choice to re-print or to display the receipt information and PIN. You can continue trying to reprint until successful or until you choose to display the PIN and EXIT.

### HOW TO... UNLOCK THE TERMINAL

The terminal locks when an incorrect ID and password is entered three times in a row. To unlock the terminal, press the **[F4] Unlock** key and enter a Manager ID and Password. Only a valid Manager Password will unlock the terminal.