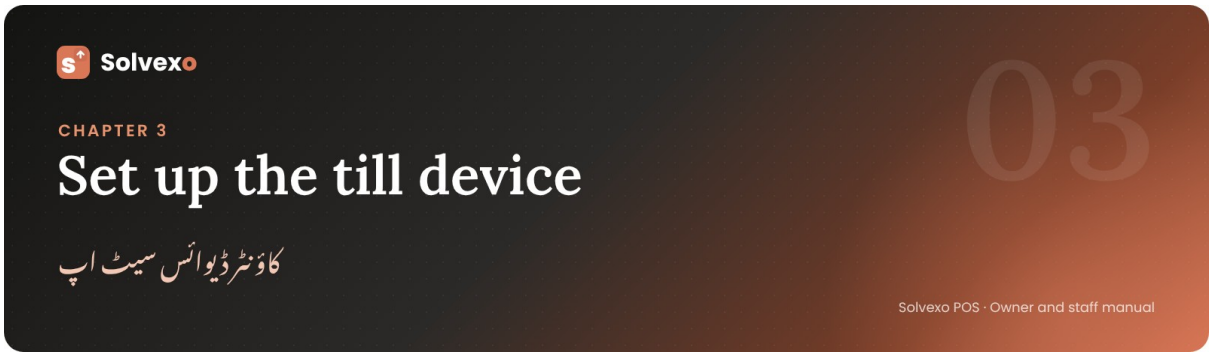


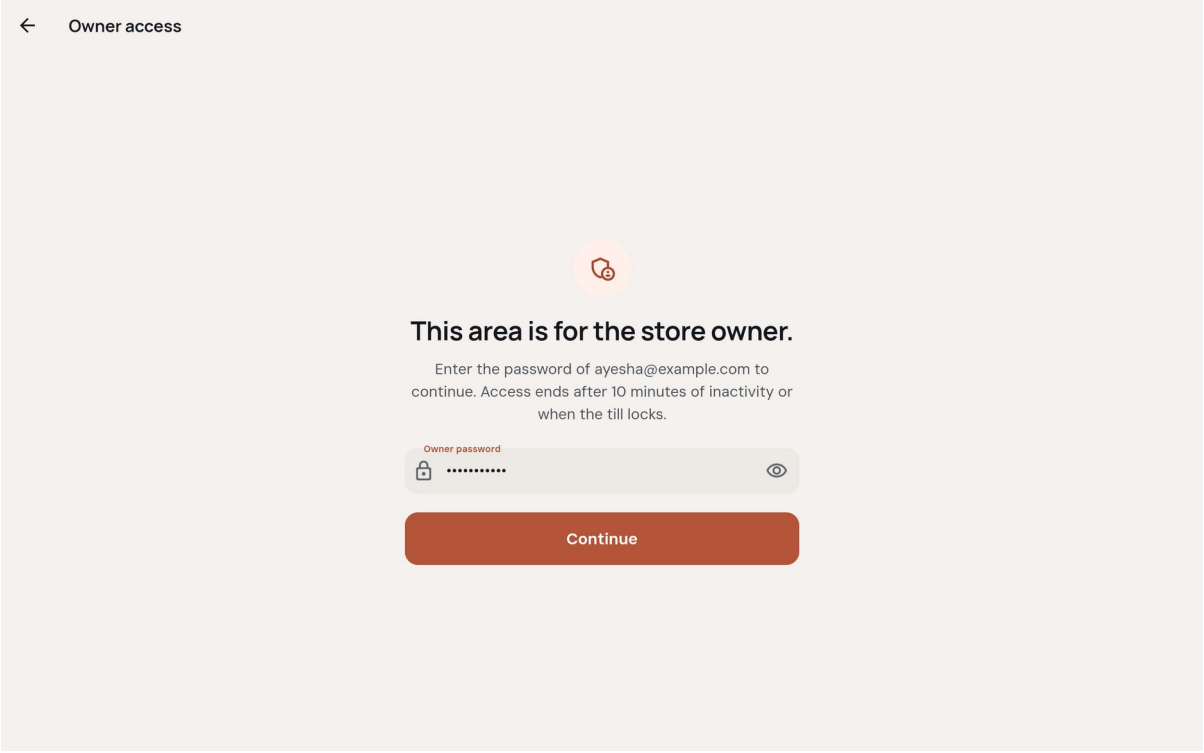
Chapter 3: Set up the till device

Each tablet or phone that will take sales is set up once, by the owner, and linked to one register. After that, your owner password is not kept on the device: staff use their PINs.

Screen 3.1: Owner access

Use case: on a till, owner-only screens (POS Management, Locations, Devices, Plan status, Business verification, tax profile and receipt texts) first ask for the owner's password.

Who: owner.



Owner access screen asking for the owner password

1. Type your **Owner password**.
2. Tap **Continue**.

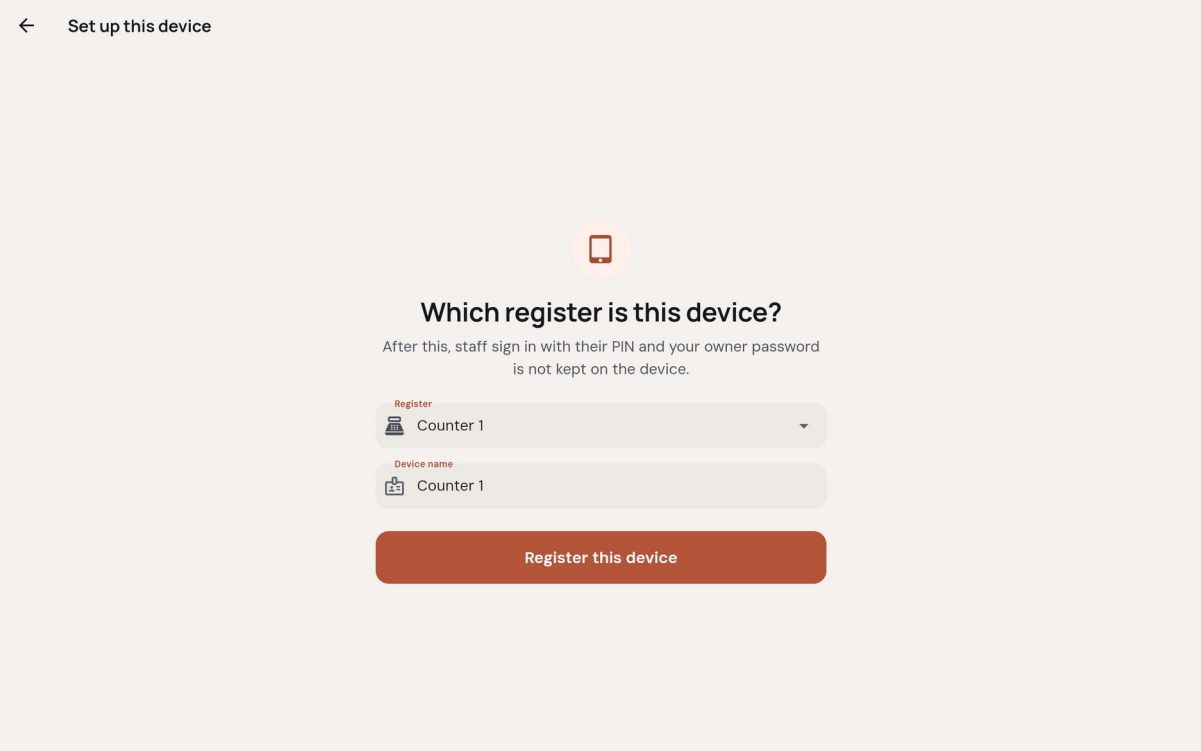
What you'll see: the screen you asked for. Owner access ends after 10 minutes without use, or when the till locks.

> Tip: from the employee PIN screen, the **Owner access** button takes you here and then to POS Management.

Screen 3.2: Set up this device

Use case: link this tablet or phone to one register. You do this once per device.

Who: owner.



Set up this device with the Register dropdown and Device name

1. In POS Management, tap **Launch** on **Open POS Terminal**.
2. In **Register**, choose the register this device is (for example **Counter 1**).
3. Check the **Device name**, or type your own (for example "Front counter iPad").
4. Tap **Register this device**.

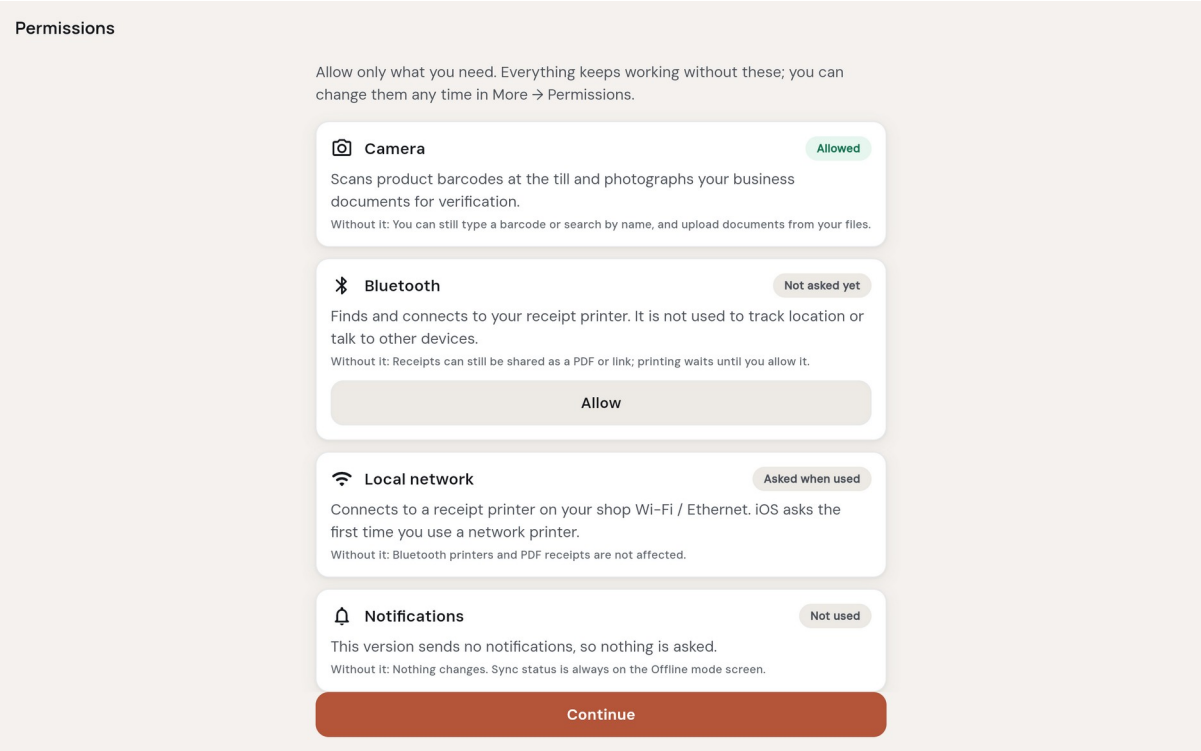
What you'll see: the **Permissions** screen, then the employee PIN screen.

> Note: you need at least one register first: "This store has no registers yet. Create one in management first."

Screen 3.3: Permissions

Use case: allow the phone features the till uses: the **Camera** (barcode scanning, document photos), **Bluetooth** (receipt printer) and, on iPhone/iPad, **Local network** (Wi-Fi printer).

Who: anyone. Open it later from **More → Permissions**.



Permissions screen with Camera, Bluetooth and Local network cards

1. On each card, tap **Allow** for what you need.
2. Tap **Continue**.

Everything keeps working without these: you can type barcodes instead of scanning, and share receipts as a PDF instead of printing. If you refused one earlier, tap **Open Settings** to turn it on.

Screen 3.4: Settings

Use case: the till's settings: tax rate, receipt texts, printer, sound, auto-lock and the shift tools.

Who: anyone with an open shift sees it; some items are for managers or the owner only. Open it from **More → Settings**.



Settings with the Register, Receipt, Store and Shift sections

Sections on this screen:

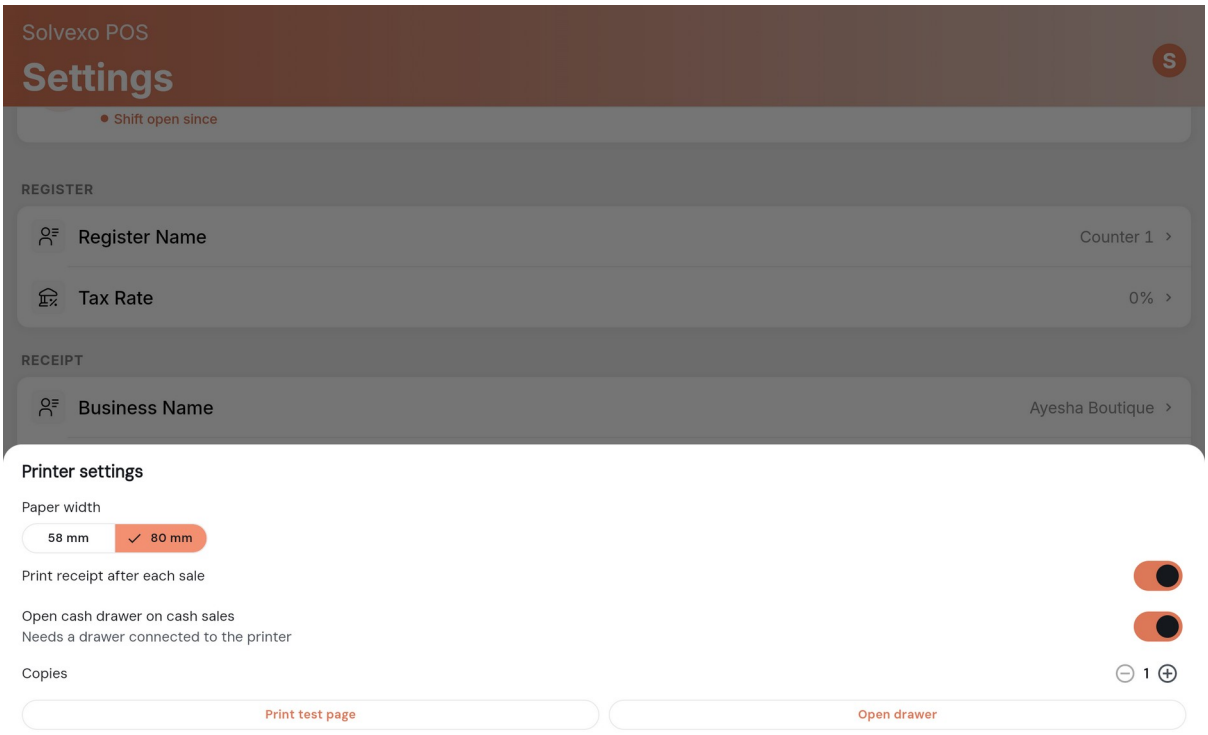
- **REGISTER: Register Name** and **Tax Rate** (the sales tax % added to sales).
- **RECEIPT: Business Name**, **Receipt Header**, **Receipt Footer** (owner), **Business Tax ID** (manager), **Receipt Printer** and **Printer settings**.
- **STORE:** shortcuts to stock and customers.
- **SHIFT: Today's Sales**, **Opening Float**, **Shift History**, **Cash Management**, **Sync & needs attention** and **Close Shift** (Chapter 9).
- **CURRENT PLAN: Plan status**.
- **PREFERENCES: Sound Effects**, and **Auto-Lock** (owner): how long the till waits before locking. Each tap changes it: 1, 5, 10, 15 or 30 minutes. It applies to every till in the store.
- **THIS DEVICE: Devices** and **Delete account** (owner), **Sign out this device** (manager).

To change the receipt texts: tap **Business Name**, **Receipt Header** or **Receipt Footer**, enter the owner password, type the text and tap **Save**.

Screen 3.5: Connect a receipt printer and cash drawer

Use case: print a receipt after each sale, and open the cash drawer on cash sales.

Who: a manager connects the printer and changes printer settings. Printer settings are saved per device.



Printer settings with paper width, auto-print, cash drawer and Print test page

Bluetooth printer:

1. Pair the printer with the tablet in the device's own Bluetooth settings.
2. In **Settings**, tap **Receipt Printer** and choose the **Bluetooth** tab.
3. Tap your printer in the list.

Wi-Fi or network printer:

1. Tap **Receipt Printer**, then the **Network (Wi-Fi/LAN)** tab.
2. Tap **Find printers on this network**, or type the printer's **IP address** (port **9100**).
3. Tap **Save printer**.

Then set it up:

1. Tap **Printer settings**.
2. Choose the **Paper width**: **58 mm** or **80 mm**.
3. Turn on **Print receipt after each sale** if you want automatic printing.
4. If a cash drawer is plugged into the printer, turn on **Open cash drawer on cash sales**.
5. Tap **Print test page** to check, and **Open drawer** to test the drawer.

What you'll see: "Test page sent to the printer." and a printed test page.

> Note: the printer and the tablet must be on the same Wi-Fi network for a network printer. iPhones and iPads can't use older "Bluetooth Classic" printers; use a Wi-Fi printer, or share receipts as a PDF.

باب 3: کاؤنٹر ڈیوائس سیٹ اپ

ہر ٹیبلٹ یا فون ایک بار مالک سیٹ اپ کرتا ہے اور اسے ایک رجسٹر سے جوڑتا ہے۔ اس کے بعد ڈیوائس پر مالک کا پاس ورڈ محفوظ نہیں رہتا، عملہ اپنا PIN استعمال کرتا ہے۔

اسکرین 3.1: **Owner access** — مالک والی اسکرینیں کھولنے سے پہلے **Owner password** لکھ کر **Continue** دبائیں۔ یہ رسائی 10 منٹ بے استعمال رہنے پر یا کاؤنٹر لاک ہونے پر ختم ہو جاتی ہے۔

اسکرین 3.2: **Set up this device** میں **Launch** دبائیں، POS Management — **Register** میں رجسٹر چنیں، **Device name** دیکھیں اور **Register this device** دبائیں۔

اسکرین 3.3: **Permissions** — **Camera** (بارکوڈ)، **Bluetooth** (پرنٹر) اور **Local network** کے لیے **Allow** دبائیں، پھر **Continue**۔ ان کے بغیر بھی ایپ چلتی ہے۔

اسکرین 3.4: **More → Settings** — **Settings** سے کھلتی ہے۔ یہاں **Tax Rate**، رسید کے متن، پرنٹر، **Auto-Lock** اور شفٹ کے اوزار ہیں۔ رسید کا متن بدلنے کے لیے مالک کا پاس ورڈ چاہیے۔

اسکرین 3.5: پرنٹر اور کیش دراز — **Receipt Printer** میں **Bluetooth** یا **Network (Wi-Fi/LAN)** سے پرنٹر چنیں۔ پھر **Printer settings** میں **Paper width** (58 یا 80 mm)، **Print receipt after each sale** اور **Open cash drawer on cash sales** آن کریں اور **Print test page** سے جانچ کریں۔ پرنٹر کی سیٹنگز مینیجر بدلتا ہے۔