

Getting started

ONSLIP POS / E800

Help!

If you require assistance at any point, you can find a great deal of information on our supportpage at <https://support.onslip.com>

Registering with the Swedish Tax Agency

Do not forget that you must register your new equipment yourself with the Swedish Tax Agency. By law, you must report all cash registers, as well as changes to these, to the Swedish Tax Agency. Even if you exchange, sell or scrap the cash register. Read more about this, as well as other rules at www.skatteverket.se. If you need a guide for this, please consult our support page at support.onslip.com, or scan this QR code:



Electronic journal

When a tax controller checks in, you can easily print your electronic journal through *Menu > Settings > Journal Export*. There is a history of all your purchases, returns and end of day reports, etc.

Changing receipt rolls

- Open the hatch under the cash registers' screen.
- Take a new receipt roll and open it, so you have a loose end of paper.
- Put the receipt roll into the printer. The roll should be inward and the paper should be pulled straight up. Pull out a small end of the paper through the mouth of the printer. Close the printer. It will automatically cut off the rest of the paper.

Receipt paper

The receipt printer in the cash register uses heat sensitive paper. You can purchase new rolls from Onslip.

Administrate your cash register via Backoffice

To access the cash register's administrative part, Backoffice, a computer is recommended. Open your browser and go to www.onslip360.com - The login details are the same as the one you entered when you activated your cash register.

Accessories

We sell accessories for your cash register and card terminal. Among other things, receipt paper. Visit our website www.onslip.com to see current products.

Optional addons

The cash register can be expanded with the functions Scanner, Table Handling, Kitchen Printers, Inventory Management, Fortnox Accounting, SMS functions, integration package etc. Get in touch with us to hear how our advisors can help you.



Installation

Make sure there are enough power outlets. Then unpack all the parts and remove any plastics.

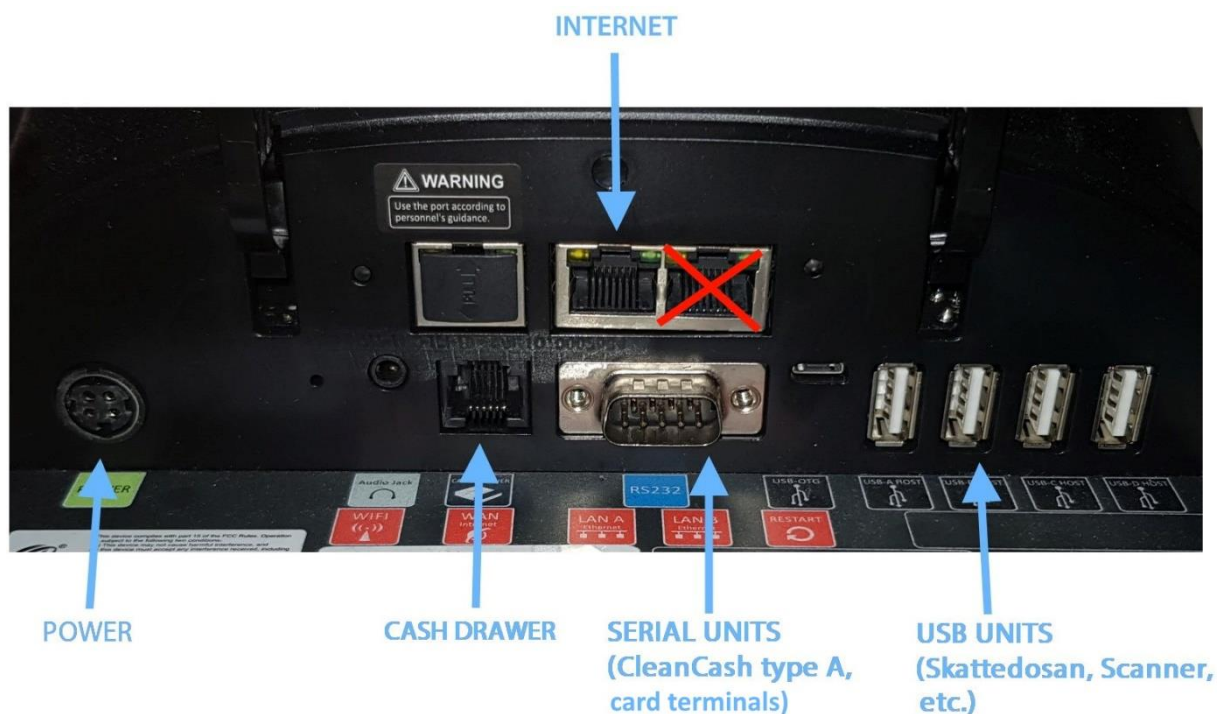
INCLUDED IN PACKAGE

Cash register computer E800	1 st
Power adapter	1 st
Cash drawer	1 st
Keys	2 st

OPTIONAL ADDONS

Onslip360 router	1 st
Power adapter	1 st
Network cable	1 st
Tax Agency control unit	1 st

CONNECTION DIAGRAM (The back of your E800)



INSTALL YOUR Onslip360-ROUTER (AVAILABLE BY SPECIAL ORDER)

- Start by plugging the router's power cord into an electrical outlet.
- Plug the network cable into the **WAN connector** on the router. Note! This cable is not included in the delivery.
- Plug the other end of this network cable into a **LAN connector** in your router or other connector where you have Internet access.
- To start the router, press the on and off button next to the right antenna.



INSTALL CASH DRAWER AND CASH REGISTER

- Place the cash drawer where you want it.
- Connect the cash drawer's cable to the plug named **CASH DRAWER** at the back of the cash register.
- Connect the network cable to the Internet in the cash registers **LAN connector** according to the image on the previous page.
- Connect the other end of this network cable to a **LAN connector** in your router or modem, alternatively the Onslip360-router if you have received one.
- Connect the Tax Authority's Control Unit (Skip this step if you have a cloud-based solution)
 - *Skattedosan Type A:*
 - Connect the Skattedosans **USB cable** to a **USB connector** at the back of the cash register.
 - *CleanCash Type A:*
 - Connect the serial cable to the control unit.
 - Connect the serial cable to the **RS232 connector** at the back of the cash register.
 - Connect the power cable to the control unit. Connect the other end to an outlet.
- Connect the cash registers power cord to the connector marked **POWER** on the image on the previous page. Connect the other end to a power socket.
- Make sure all cables are attached properly and securely.
- Start the register by holding the power button on the right side of the cash register.
- Wait a moment and the cash register will start.
- When the cash register has started properly and you can see the desktop, begin by starting the **PAX E-Series Driver**, by pressing its icon. An information page is shown.
- Press the Home button at the middle of the bottom of the page. After you have done this the driver is run in the background and you do not need to start it again unless Onslip asks you to.
- Start **PAXSTORE** by pressing its' icon. We do this so the cash register can automatically download updates. You can close the app now by pressing the Home button.
- Start the app by pressing the **Onslip** icon.
 - If you are starting the app for the first time, enter your Backoffice details.
 - Enter the Company alias. Press the text box and a keyboard appears.
 - Enter Username.
 - Enter Password. Then press Connect Cash Register.
 - In the list, choose which cash register you want to connect to.
 - Now choose your user and log in with your PIN code.
- If everything is already configured:
 - Choose your user and log in with your PIN code.

Sales, Refunds & End of Day reports in the cash register

SALES

Press the product button. The product is now in the tab. Then press **Charge**.

You will see **Cash OK** and **Card OK** to the right – these are Quick Pay buttons. **Card OK** can be used if the customer will only be using card to pay. **Cash OK** is used if the customer pays with even amounts or if you calculate change on your own.

If the customer wishes to pay partly with card and the rest with cash, you can use the blue buttons to the left. You will get the chance to enter the received amount for each payment method. Enter the amount the customer is paying and press **OK**. When the entire charged amount is paid you can press **Finish**. The customers' receipt is printed.



REFUNDS

There are two ways to make refunds. First is to return a whole receipt. Open the **Menu** in the top left. Press **History**. Press the purchase you want to refund, then press **Refund**.

We are back in the tab, with a negative amount to pay back to the customer. Press **Refund**. The cash register asks for a reason for the refund. Enter this and press **OK**. Choose what payment methods the customer wants their money back to.

The second way to make refunds is easiest if you only wish to return a small part of a big receipt. Start by pressing **Refund Mode** in the bottom of the tab. The button is now red. Enter the products you want to return, they will be added to the tab. Press **Refund** and complete the refund.

END OF DAY/Z-REPORT

When you have finished your sales for the day, it is time to make an end of day report. Enter the **Menu** and choose **Z Report**. Press **Create**. Observe you can also find this Z Report in Backoffice.

Connected card terminal (Bambora)

Please note: a more detailed guide with pictures can be found on our support page, support.onslip.com

STEP 1: ACTIVATE CONNECTION IN CARD TERMINAL

- Call Bambora and ask they change the card terminal to cash register mode.
- If they ask for a protocol it is Host2T.

STEP 2: ACTIVATE CONNECTION IN CASH REGISTER

- Open the menu in the top left, press **Settings** and then **Devices** to see a list of all connected devices. Follow the steps below, depending on how you have connected the card terminal:
- **Serial:**
 - Can be found under "Integrated Devices", it is shown as "Serial Port COM2".
 - Press the blue cogwheel and activate Bambora Terminal.
- **USB:**
 - Can be found under "USB Devices", it is shown as "Generic serial port #2".
 - Press the blue cogwheel and activate Bambora Terminal.
- **Ethernet/Network:**
 - Press the three dots in the top right and choose **Add Network Payment Terminal**.
 - Enter the IP address, also the port if it is not standard.
 - You can find info on the card terminals' IP address in the card terminal.
 - Press **Create** and close all menus to save the settings.
 - **NOTE!** The terminal may receive a different IP address eventually, which means you will need to repeat the above steps. We recommend you set the card terminal to a static IP address in your internal network.
- Open the menu in the top left, press **Settings** and then **Customize**. Choose **Connected Payment Terminal**.
- Choose the row that begins with "Bambora ..." If you have several terminals connected you can see the difference by serial number.
- Press **Back** and then **Close** to save settings.

