Register Quick Start Guide

Register Lite Quick Setup Guide

This quick start guide will walk you through how to setup your Pax A920 and install the Register application if it has not already been installed by your solution provider.

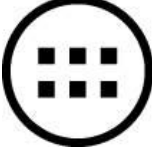|		
1	**Unbox your Device** Unbox your device and all associated components including cables, manuals, and accessories.	
2	**Charge** Connect the power cable into the device to charge the battery, you may need to connect any accessories (barcode scanner, printer, payment terminal) via Bluetooth or Wi-Fi, please refer to UTP for instructions.	
3	**Power Up Device** Press and hold the power button for 2 seconds, follow any on screen prompts if shown.	 Power Button
4	**Get Online** If the device is not connected to your network via a cable (LAN), you will need to connect it to your Wi-Fi by following these steps: • Tap App Drawer (central icon at bottom of the screen) • Tap Settings App (gear / cog icon) • Tap Wi-Fi so the switch shows ON (green) • Tap your Wi-Fi network name. • Enter your Wi-Fi password and tap Connect. • Press the Home button once connected.	 App Drawer Settings

Enrol Register

Open Register App, you must enrol it to your user account in the Web Portal, you will need to know your device enrolment code which will be supplied by your solution provider.

You can enrol your device by following these steps (Note, your device must be online):

- Tap App Draw and then tap Register.
- Tap button with 3 dots (top right corner)
- Tap Settings
- Tap Enrolment Code
- Enter Enrolment Code provided and tap OK.
- Tap the Enrol button
- After the Sync completes tap Done (top right corner)

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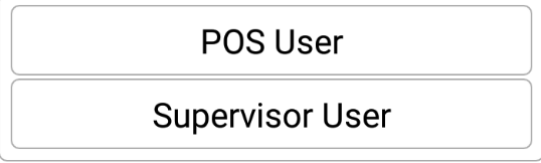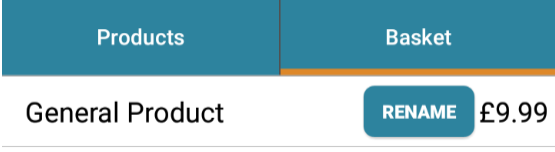
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This quick start guide demonstrates how to use the basic functions within Register.

Login To get started, tap a user and enter the pin number provided.	POS User Supervisor User
Start Day During the first login of each day, you will be prompted to start the day, tap the start day button, and enter your float amount, if you do not operate a float leave this as 0 and tap Start Day.	The Register is currently closed. To begin trading tap Start Day **START DAY**
General Product You can trade straight away, simply tap the General Product button and enter the price of the item or service you are selling.	General Product
Rename Product Tapping Basket will show you all items being sold in the current transaction; you can alter the name of the general product by tapping rename and entering the details.	Products Basket General Product RENAME £9.99
Scan Barcode To scan a products barcode, press the volume button on the side of the device, the system will use the camera to scan the barcode into the system.	
Function Keys The function keys at the bottom of the screen allow you to remove unwanted items, cancel the sale, provide discounts and more.	VOID ITEM CNL SALE PRICE OVRD DISC QTY PRINT FEED
Pay When your customer is ready to pay tap the Pay button then tap on your payment method, your receipts will automatically be printed on your device.	SUMMARY PAY £9.99
Menu The Menu provides access to other areas of the system.	☰ SU - Sign Off
Taxes Taxes can be accessed from the menu; here you can add new tax rates to the system by tapping the New button and completing the from. After entering all the details tap the Save button and your new tax rate will be available when adding products to the system.	🏷 Taxes

Products Products can be accessed from the menu; here you can add new products to your system by tapping the New button and completing the form. Enter the details of your product or service, you have the option to add an image or take a photo on your device. After entering all the details tap the Save button and your product will be added to the browser.	Products
Reports Reports can be accessed from the menu; here you can view and print your daily till and product sales totals.	Reports
End Day End Day can be accessed from the menu; here you can finish the day's trading and cash up your daily takings.	End of Day
User Guide Should you need more information on how to do anything within Register, tap the User Guide found in the Menu.	User Guide
Support If you need support at any time, you can find your support contact details in the Menu.	Support
Sign Off Tapping Sign Off will log out the current user and return you to the login screen.	SU - Sign Off
Web Portal Register can also be managed via an online Web Portal, here you can manage your products, view more detailed reports and make configuration changes. You can access the Register Web Portal at https://portal.smartvolution.com/and login with the details provided to you.	register