2. GETTING STARTED

2.1 Safety Precautions

Please observe the precautions described below to ensure safe use of equipment.

1. Disconnect the equipment from AC outlet before cleaning. Use only moist cloth (with water). Do not use detergent.

2. Power outlet must be easily accessible and near the equipment.

3. Keep the equipment away from humid and dusty environment.

4. Place the equipment on a stable surface during installation and operation.

5. Do not place any load on the power cord.

6. All cautions and warnings on the equipment should be noted.

7. When the equipment is not in use, disconnect it from the power source to avoid damage by transient over-voltage.

8. Liquid into the equipment may cause fire or electrical shock.

9. Only qualified service personnel should be allowed to open the equipment.

10. If any of the following situations arises, ask service personnel to check the equipment:

    A. Power cord / plug is damaged

    B. Liquid penetrates into the equipment

    C. The equipment does not function properly and/or cannot work according to the User Manual

    D. The equipment has been dropped

    E. The equipment shows signs of damage

2.2   Hardware Setup

Step 1: **Carefully remove the main unit and accessories from the box and put on flat or sturdy surface.**	

⚠ **WARNING: Do not use the main unit in an excessively humid, dusty environment, or expose to direct sunlight or high temperature.**

Step 2: **Find power adaptor and power cord from the accessories package. And connect power adaptor with power cord tightly.**	

Steps 3:

Connect power adaptor to DC-in (12V) port in the rear I/O panel of VIVIPOS main unit.

After you connect everything together, remember to plug the power cord to AC power outlet.

⚠ **Warning: High voltage equipments are prohibited to share AC power outlet to prevent system crash due to protective mechanism. (e.g. refrigerator, stereo, and light stand… etc.)**

Step 4:

Assemble cable cover to the rear of main unit and tighten with screws.

Step 5:

Press power button in the front. VIVIPOS is ready to use now.

2.3 Installation of pole-type VFD / 2nd LCD display

1. **Remove the lid on I/O cover**
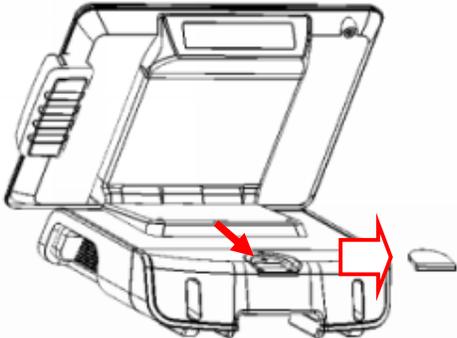
2. **Fix VFD holder to the I/O cover**
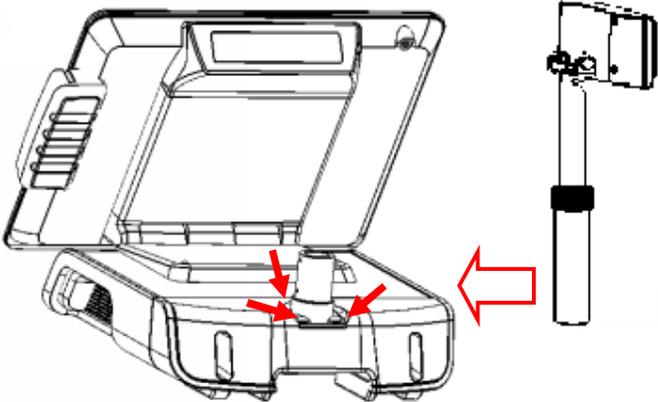
3. **Connect RJ45 or RS-232 (D-Sub 9-pin) cable to the system**

2.4　Sign In / Main Screen

2.4.1　Sign In Screen

This test unit has been preset the following 「**User Name**」and 「**Sign In Passcode**」：

User Name	Sign In Passcode
joyce	0000
manager	1111
staff	2222
superuser	3333　ç **suggested sign-in by "superuser" for maximum authority**

Sign In Process：

1. Click user name in 「User List Area」

2. Input passcode by clicking Number Keypad

3. Click Sign In Button

After sing in successfully, a default main screen will pop up. Please refer to 「**2.5.2　Default Main Screen Introduction**」and 「**2.6　Basic Cashier Operations**」for more detail.

2.4.2 Default Main Screen
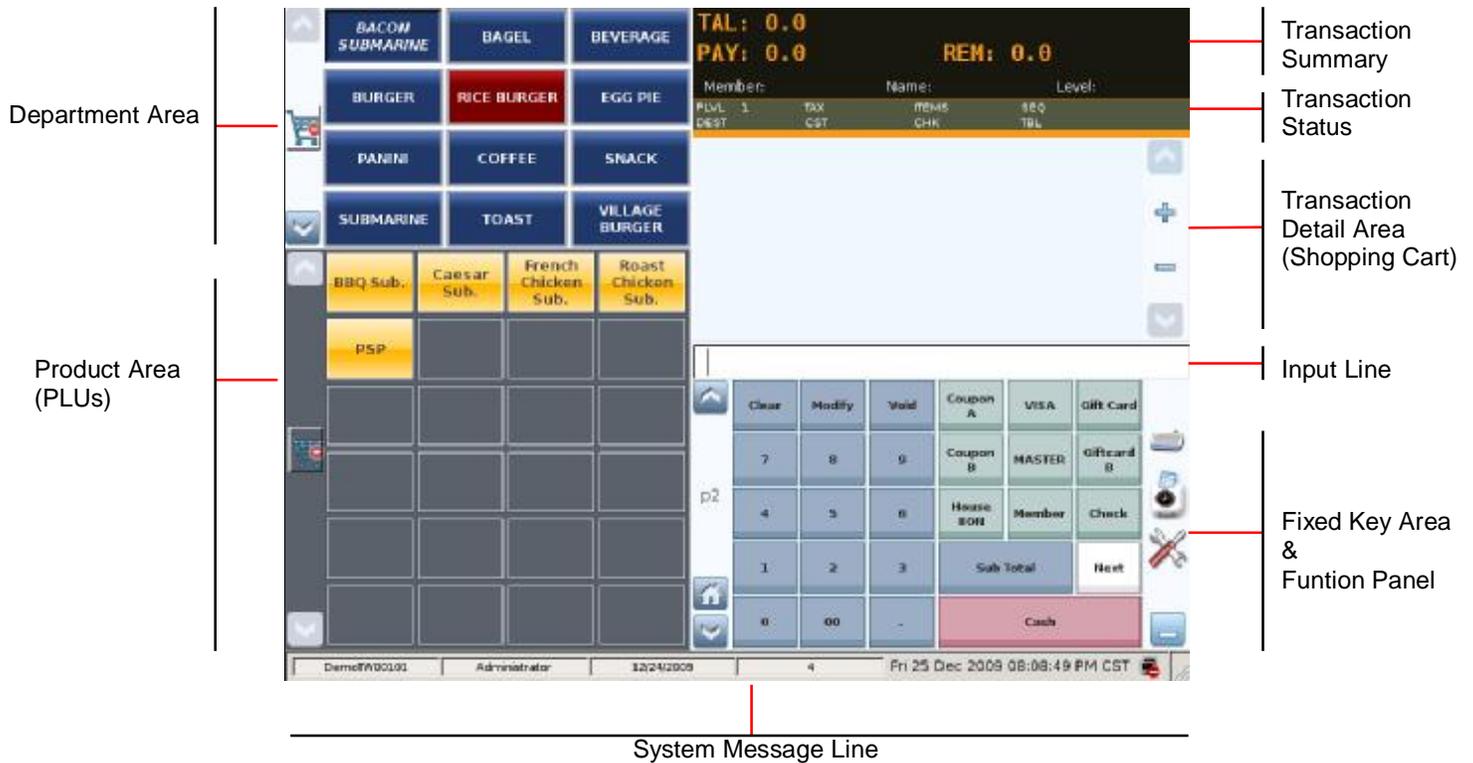
Introduction：

- **Transaction Summary**：Display total amount, and paid/unpaid amount, and changes.

- **Status Line**：Display current price level, tax code, item count, and register#... etc.

- **Transaction Detail Area (Shopping Cart)**：Transaction detail is displayed here.
  If over 9 items are registered, user may scroll this area by page via ▲ and ▼ buttons.

- **Fixed Key Area**：The 10-key numeric pad and 13 essential function keys are fixed.
  Fixed keys can not be removed or changed.

- **Department Area**：Display product category / department information.

- **Product Area (PLUs)**：Display product (PLUs) information.

- **Programmable Function Panel**：User may program frequent-use function buttons in this
  area. Detail setup process please refer to「**3.5.2 Function Panel Configuration**」.

- **System Message Line**：Display machine ID, user name, time and date and system alert /
  error messages.

2.5   Basic Cashier Operations

2.5.1 Sales

(1) If product unit price is pre-set：

【Ｅｘａｍｐｌｅ】

Department	Product registered	Q'ty	Tendering
BURGER	Chicken Burger ($3.0)	2	Cash $15
BAGEL	Bacon Bagel ($1.5)	3	

（ ）represents pre-set product unit price

【Ｏｐｅｒａｔｉｏｎ　１】

Z Click 「BURGER」in department area

Z Click 「Chicken Burger」in product area *twice*

Z Click 「BAGEL」in department area

Z Click 「Bacon Bagel」in product area *3 times*

Z Click 「15」in fixed key area

Z Click「CASH」in fixed key area
(A message「CHG： 4.5」will show up in transaction summary)

【Ｏｐｅｒａｔｉｏｎ　２】

Z Click 「BURGER」in department area

Z Click 「Chicken Burger」in product area

Z Click「+」in shopping cart area

Z Click 「BAGEL」in department area

Z Click 「Bacon Bagel」in product area

Z Click「+」in shopping cart area *twice*

Z Click 「15」in fixed key area

Z Click「CASH」in fixed key area
(A message「CHG： 4.5」will show up in transaction summary)

【 O p e r a t i o n 3 】

Z Click 「BURGER」in department area

Z Click 「2 x」in fixed key area

Z Click 「Chicken Burger」in product area

Z Click 「BAGEL」in department area

Z Click 「3 x」in fixed key area

Z Click 「Bacon Bagel」in product area

Z Click 「15」in fixed key area

Z Click「CASH」in fixed key area
(A message「CHG： 4.5」will show up in transaction summary)

(2) If product unit price is open：

【 E x a m p l e 】

Department	Product registered	Q'ty	Open price to be registered	Tendering
BURGER	Chicken Burger ($3.0)	2	$2.5	Cash $10
BAGEL	Bacon Bagel ($1.5)	3	$1.2	

（ ）represents pre-set product unit price

【 O p e r a t i o n 1 】

Z Click 「BURGER」in department area

Z Click 「2.5」in fixed key area

Z Click 「Chicken Burger」in product area *twice*

Z Click 「BAGEL」in department area

Z Click 「1.2」in fixed key area

Z Click 「Bacon Bagel」in product area *3 times*

Z Click 「10」in fixed key area

Z Click「CASH」in fixed key area
(A message「CHG： 1.4」will show up in transaction summary)

【Operation 2】

BURGER	Z Click 「BURGER」in department area
2 . 5	Z Click 「2.5」in fixed key area
Chicken Burger	Z Click 「Chicken Burger」in product area
✚	Z Click「+」in shopping cart area
BAGEL	Z Click 「BAGEL」in department area
1 . 2	Z Click 「1.2」in fixed key area
Bacon Bagel	Z Click 「Bacon Bagel」in product area
✚	Z Click「+」in shopping cart area *twice*
1 0	Z Click 「10」in fixed key area
CASH	Z Click「CASH」in fixed key area (A message「CHG： 1.4」will show up in transaction summary)

【Operation 3】

BURGER	Z Click 「BURGER」in department area
2 x	Z Click 「2 x」in fixed key area
2 . 5	Z Click 「2.5」in fixed key area
Chicken Burger	Z Click 「Chicken Burger」in product area
BAGEL	Z Click 「BAGEL」in department area
3 x	Z Click 「3 x」in fixed key area
1 . 2	Z Click 「1.2」in fixed key area
Bacon Bagel	Z Click 「Bacon Bagel」in product area
1 0	Z Click 「10」in fixed key area
CASH	Z Click「CASH」in fixed key area (A message「CHG： 1.4」will show up in transaction summary)

(3) Sales Operations by「Product No.」or「Barcode」:

【Example】

Department	Product registered	Q'ty	Product No. / Barcode	Tendering
BURGER	Chicken Burger ($3.0)	2	00100001	Cash $15
BAGEL	Bacon Bagel ($1.5)	3	00200002	

【Operation 1】

Z Click 「00100001」in fixed key area

Z Click 「ENTER」in fixed key area

Z Click「+」in shopping cart area

Z Click 「00200002」in fixed key area

Z Click 「ENTER」in fixed key area

Z Click「+」in shopping cart area *twice*

Z Click 「15」in fixed key area

Z Click「CASH」in fixed key area
(A message「CHG：4.5」will show up in transaction summary)

【Operation 2】

Z Click 「2 x」in fixed key area

Z Click 「00100001」in fixed key area

Z Click「ENTER」in fixed key area

Z Click 「3 x」in fixed key area

Z Click 「00200002」in fixed key area

Z Click「ENTER」in fixed key area

Z Click 「15」in fixed key area

Z Click「CASH」in fixed key area
(A message「CHG：4.5」will show up in transaction summary)

2.5.2 Correction / Void

(1) Void single item：

    a. Click single item which user intends to void in shopping cart

    b. Click [VOID] in fixed key area

(2) Correct single item：

    (i) Quantity correction

        a. Click single item which user intends to correct quantity in shopping cart

        b. Input new q'ty（0 ~ 9）in fixed key area

        c. Click [×] in fixed key area

        d. Click [MODIFY] in fixed key area

    (ii) Price correction

        a. Click single item which user intends to correct price in shopping cart

        b. Input new price（0 ~ 9）in fixed key area

        c. Click [MODIFY] in fixed key area

    (iii) Quantity & Price correction at once

        a. Click single item which user intends to correct quantity & price in shopping cart

        b. Input new q'ty（0 ~ 9）in fixed key area

        c. Click [×] in fixed key area

        d. Input new price（0 ~ 9）in fixed key area

        d. Click [MODIFY] in fixed key area

(3) Void unfinished order：

    Click [CANCEL] in fixed key area directly, all items in shopping cart will be deleted

2.5.3 Queue Order / View Queued Order

(1) Queue Order：

In case of special condition, user can click [QUEUE ORDER] in fixed key area to queue the unfinished order in database

(2) View Queued Order：

a. Click [VIEW QUEUE] in fixed key area to enter 「View Queued Order」 screen, as follows：

Select Queued Order

20:01 : superuser	**Order Detail** SEQ: 20091220022 Apple Tea x 2 Cocoa x 2 Bacon Burger x 2 Chicken Burger x 2 TAL: 561

OK   CANCEL
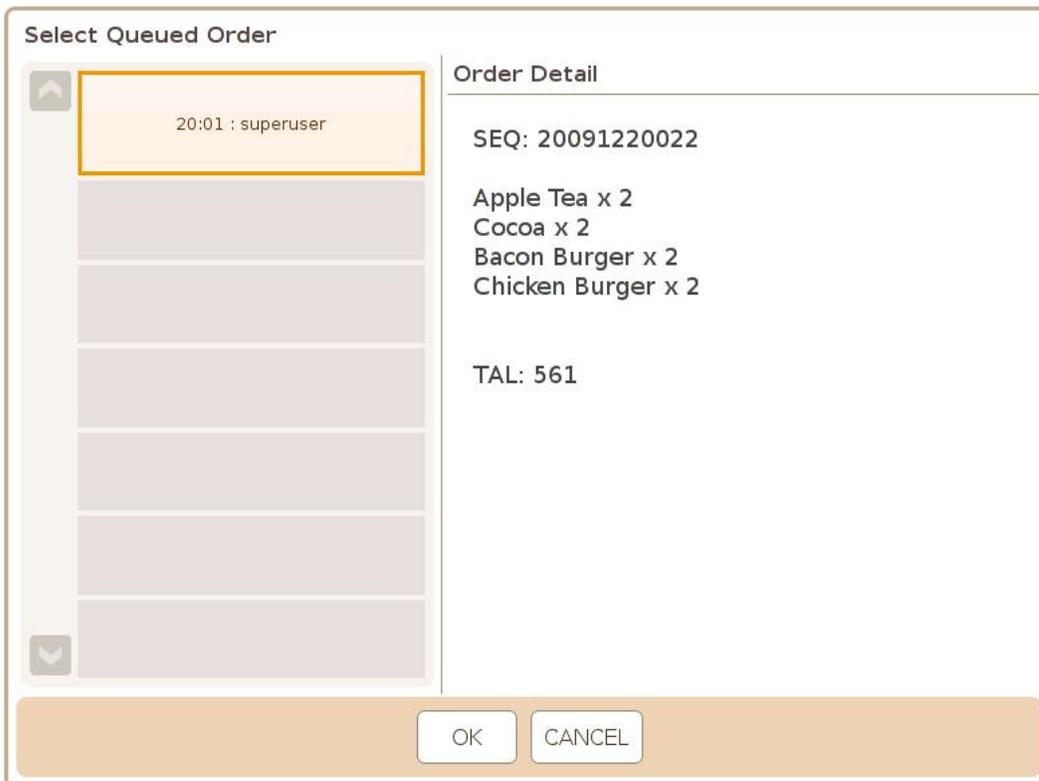
b. Select the queued order and click [OK] in above screen

c. The detail of selected queued order will be restored in the shopping cart of default main screen. User can continue the transaction and close the deal accordingly.

2.5.4 Product Search

(1) Click in fixed key area to enter「**Product Search**」screen, as follows：
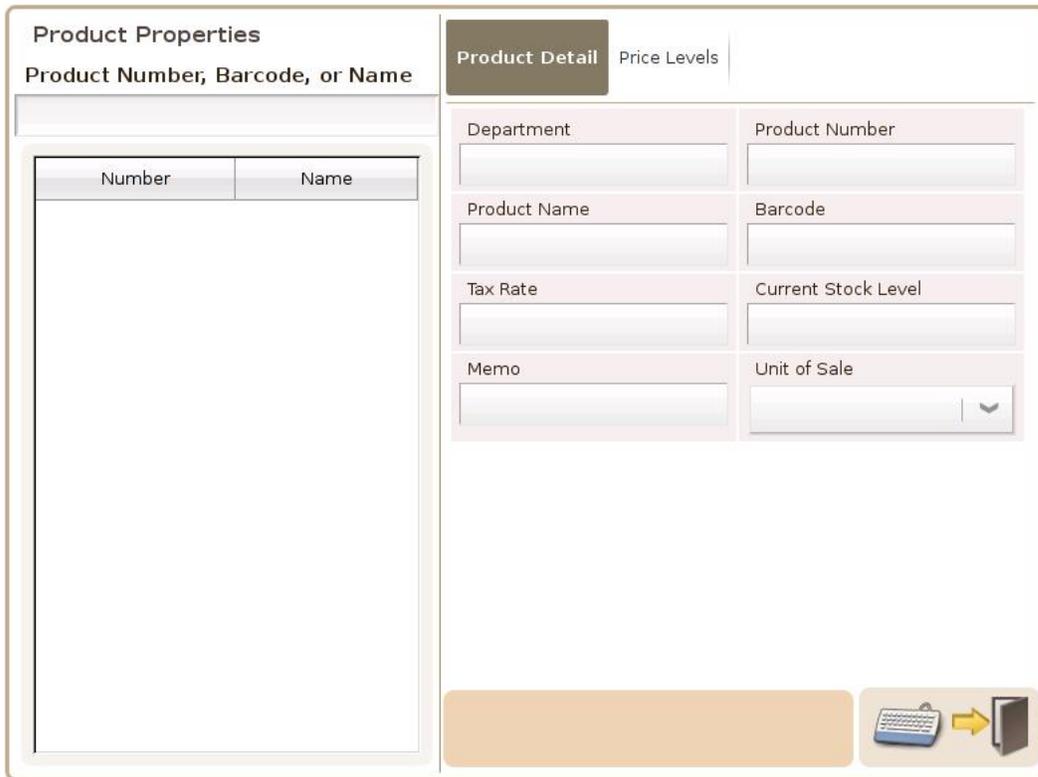
(2) Input「**Product No.**」or「**Barcode**」, then click , the left of screen will show detail product information accordingly

(3) Click to return default main screen

2.5.5 Payment Details

If a multi-payment is executed during the transaction (e.g. by cash, credit card, gift card, or other currency), user may click to review the information of payment detail right after the order is closed.

2.5.6 Enlarge the「Shopping Cart」

(1) Click ▬ to enlarge the screen of「**Transaction Detail Area (Shopping Cart)**」, as follows：

(2) Under this screen, up to 15 items can be registered without scrolling

(3) Under this screen, click ▤ to revert to default screen

2.5.7 Virtual Keyboard

(1) Click ⌨ directly to activate「**Virtual Keyboard**」, as follows：

(2) Description of function keys on Virtual Keyboard：

- Hide key：Click this key to hide virtual keyboard

- ↑ key：Click this key to move「**Up**」and「**Down**」the position of virtual keyboard

- S/W key：Click this key to switch virtual keyboard from standard to numeric keyboard

- Caps Lock key：Click this key to lock all alphabets as Capital letter

- Mode key：Click this key to switch virtual keyboard from standard to special symbol keyboard
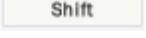
- Shift key：Click this key to switch alphabets between Capital and lowercase letter

2.5.8 Employee Clock In / Out

(1) Click 📷 directly to enter「**Employee Clock In / Clock Out**」screen, as follows：

(2) Operations：

(i) Click employee name/code on the left of screen

(ii) Input passcode by using the numeric keypad in the middle of screen

(iii) Click job description on the right of screen

(iv) Click the following key based on actual situation：

- In key：Employee Clock In

- Out key：Employee Clock Out

- View Attendance key：Review employee attendance record

(v) Click ➡️ to return default main screen

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2.5.9 「Control Panel」

(1) Click [icon] directly to enter「**Control Panel**」screen, as follows：

(2) All the functions and setup guide within「**Control Panel**」will be introduced in next chapter：

「**3. PROGRAMMING GUIDE**」