

Before you start the hardware set up please make sure the following items are completed:

- a) [Profile and settings](#)
- b) [Setting up Employees](#)
- c) [Menu/Product List](#)
- d) [Run test transaction](#)

Preparation

Please make sure you are on site, do not set this up at a location other than where you are doing business. Make sure you have the wifi network details and you connect all iPads to this network.

Note: you should have a network that is **only** for the POS, nothing else should connect to this network other than the: iPads, printers, and credit card terminals.

Step 1

If you are replacing existing hardware, please unplug and remove all hardware that will no longer be used.

Step 2

Download Nōwn onto your iPads using the Apple app store.

How to:

Go to the Apple App store
Search "Nown POS"

What you need:

Apple ID Credentials

Step 3

If you have new hardware, unpack the credit card terminals, scanners, printers, and cash drawers from the boxes and assemble them. Please follow the manufacturer's setup instructions that come in the package.

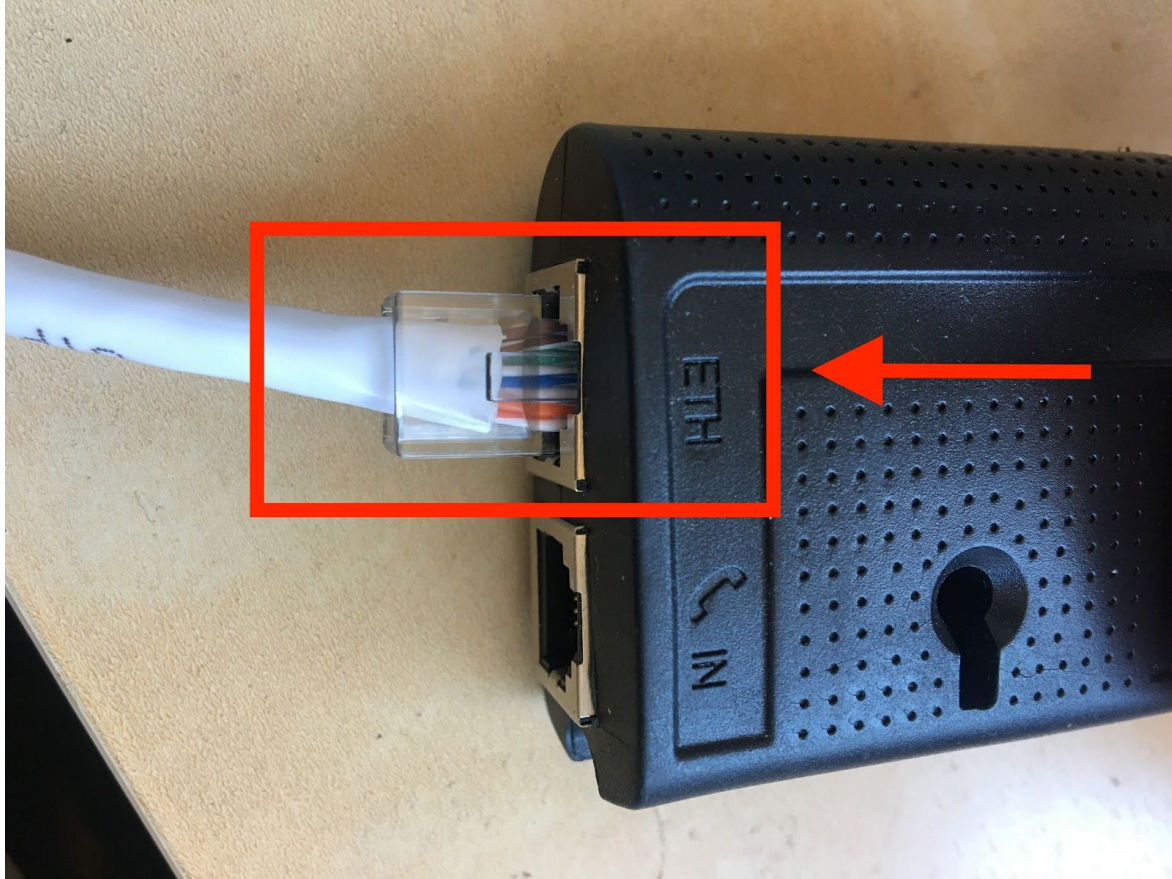
Step 4

Note: we strongly recommend that you plug in all hardware into a power bar, you should get one with at least 6 outlets.

MPOP: Make sure that the mPOP is plugged into the power outlet, and make sure it is switched on. The *ON* switch is found on the left hand side of the device.

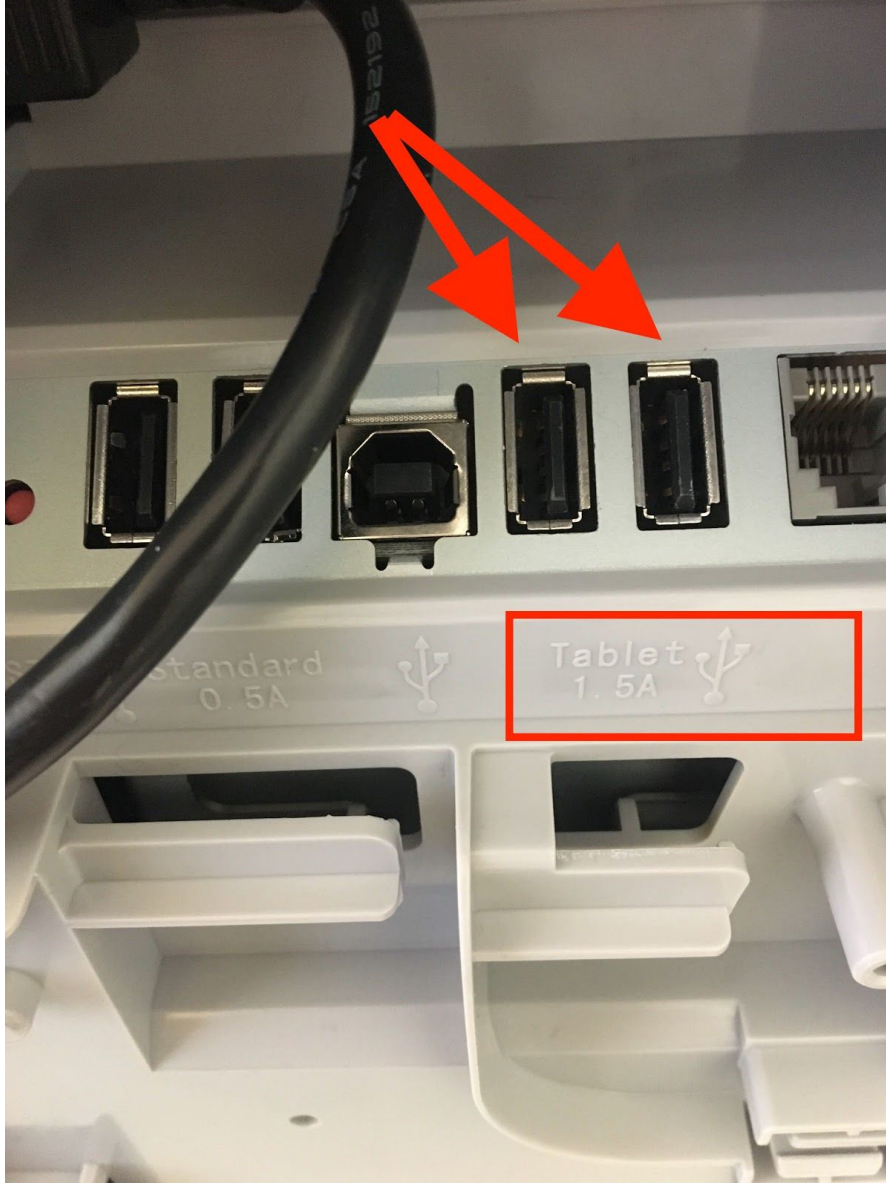
Scanner: Ensure that the scanner is plugged in via USB to the underside of the MPOP.

Credit Card Terminal: Make sure that the terminal is plugged into the power bar and ensure that an ethernet cable is running from your router into the credit card terminal box. Ensure that you plug the ethernet cable into the slot labeled "ETH"



iPad: Make sure that the iPad is on and you have gone through the manufacturers setup process if the device is brand new.

Make sure a charger is plugged into the iPad at all times. The charger can either plug into the power bar or you can plug it into the USB ports on the underside of the mPOP. If you plug it in via the USB port ensure it is plugged into the ports that say "Tablet 1.5A"



Step 5

Set up the credit card terminals

- a) If you have a Global Payments ICT 250 terminal please click [here](#).
- b) If you have a Moneris ICT 250 terminal please click [here](#).
- c) If you have a Global Payments Desk 5000 Terminal please click [here](#)

Please repeat this for each credit card terminal that you have.

Global Payments ICT 250

Step 1: Enable Semi-Integrated Application

In order for the terminal to communicate with the POS it needs to be in “Semi-Integrated”, otherwise nothing from the POS will be communicated over to the terminal.

Note: You will need your admin name and password for this step.

1. At the idle menu, press [.,#*] for the administrator menu
2. Input default admin name and admin password, and press Enter
3. Press F2 or 9 to highlight Misc.Option and press Enter
4. Press 1 for Semi-Integrated to enter the semi-integrated menu
5. Press 1 for Enable Semi-Integrated
6. Press F1 to select “On” to enable
7. Press 2 for Communication Type
8. Press 3 for Ethernet
9. On the port setup screen, enter 5555
10. Press 3 for Receipt Options
11. Press 1 for ECR

Default Admin Name – 1

Default Admin Password – 12345677F

Step 2: Configure Terminal IP Address

You will need to pull up the IP address of the terminal so that it can be linked to the POS system.

1. At the idle menu, press [.,#*] for the administrator menu
2. Input admin name and admin password, and press Enter
3. Press 3 for Setup Menu
4. Press 2 for Communications
5. Press 3 for Ethernet
6. Press 1 for Current Setup
7. Note down the IP address (similar to 192.168.1.123). This IP address will be used later when configuring the Nōwn POS. If IP address is 0.0.0.0 there is no ethernet connection which could be for one of three reasons:
 1. Your ethernet cable is not connected properly to the terminal, ethernet port, or both.
 2. Your ethernet cable is faulty, replacing the cable would solve the issue.

3. There is no internet coming from the ethernet port, in this case you would need to contact your internet service provider.

Default Admin Name – 1

Default Admin Password – 12345677F

Once complete proceed to [Step 7](#)

Moneris ICT 250

Note: Your terminal will likely restart several times during the steps below, don't worry this is part of the process.

Step 1: Finding Network Details

You need to make sure you have all the information you need in order to proceed through the installation.

1. Press the Admin menu (.,#*) and wait a second or two
2. Press (.,#*) again, the terminal will ask you to enter the admin code
3. Type in the number "16" when it asks you to enter the Admin Code. Press the green button
4. Select yes
5. A very long report will start printing
6. It will print for a while and then you will see fields such as: MAC Address, Address, Mask ID, Gateway. Once you see these press cancel. Keep this print out it is important.

Note: the section that says "Address" is your IP address. If IP address is 0.0.0.0 there is no ethernet connection which could be for one of three reasons:

1. Your ethernet cable is not connected properly to the terminal, ethernet port, or both.
2. Your ethernet cable is faulty, replacing the cable would solve the issue.
3. There is no internet coming from the ethernet port, in this case you would need to contact your internet service provider.

```
PREFIX
INIT LINE SPEED      1200
PRIMARY LINE SPEED   1200
BACKUP LINE SPEED    1200
LINE AVAILABLE CHECK NO
TONE DIAL SPD 10DGTS/SEC
STABILIZATION TIME   0.06
CALL PROGRESS CHECK  YES
```

```
ETHERNET PARMS
(ADMIN 13)
```

```
MAC ADDRESS 547F54842AB2
TYPE          STATIC
ADDRESS       192.168.1.153
MASK ID       255.255.255.0
GATEWAY       192.168.1.1
SSL ENABLED   YES
AUTOMATIC DNS NO
PRI DNS       8.8.8.8
SEC DNS       8.8.4.4
RETRY TIMER   10
ERROR REPORT  NO
```

Step 2: Set the terminal to Static mode

You will need to put your terminal into Semi-Integrated mode eventually but before that the network address type needs to be in static.

1. Go to the Admin menu (.,#*)
2. Select Configuration
3. Select Ethernet CFG
4. Select Terminal Setup
5. Select Terminal Type
6. Select Static if not already selected

7. Press the red button until you're back at the home screen

Step 3: Input all the correct data

We need to make sure the terminal is configured correctly, to do this we will input the data from the trailer receipt into the terminal

1. Go to the Admin menu (.,#*)
2. Select Configuration
3. Select Ethernet CFG
4. Select Terminal Setup
5. Select Terminal Addr, input the "ADDRESS" listed on the print out that you made. To add periods just press 0 followed by the (.,#*) key. If the numbers are the same then no action is needed. Press the green button once you're done.
6. Select Mask ID, input the "Mask ID" listed on the print out that you made. To add periods just press 0 followed by the (.,#*) key. If the numbers are the same then no action is needed. Press the green button once you're done
7. Select Gateway, input the "Gateway" listed on the print out that you made. To add periods just press 0 followed by the (.,#*) key. If the numbers are the same then no action is needed. Press the green button once you're done
8. Select Port Number, make sure it is set to "5555". Press the green button once you enter this, then press the red button once.
9. Select DNS Setup, then select "PRIM ADDRESS". Input the numbers listed beside "PRI DNS" in the print out that you generated earlier. Press the green button once you're done
10. Select DNS Setup, then select "SEC ADDRESS". Input the numbers listed beside "SEC DNS" in the print out that you generated earlier. Press the red button until you're back at the home screen

Step 4: Set your terminal to semi integrated mode

This is necessary because this allows the terminal to communicate with the POS.

1. Admin menu (.,#*)
2. Select Configuration
3. Select General Parameters
4. Select Semi - Integrate
5. Select Rcpts At ECR
6. Press the red button once
7. Select Semi Comm CFG, Select Ethernet.
8. Press the red button until you're back to the home screen.

Once complete proceed to [Step 6](#)

Global Payments Desk 5000

[Before-you-start.jpg](#)

Note: If you look at the image above and determine that your terminal has no internet connect this could be for one of three reasons:

1. Your ethernet cable is not connected properly to the terminal, ethernet port, or both.
2. Your ethernet cable is faulty, replacing the cable would solve the issue.
3. There is no internet coming from the ethernet port, in this case you would need to contact your internet service provider.

Please see the videos below for configuring your Desk 5000 terminal.

[Step-1.MOV](#)

[Step-2.MOV](#)

[Step-3.MOV](#)

[Step-4.MOV](#)

[Step-5.MOV](#)

[Step-6.MOV](#)

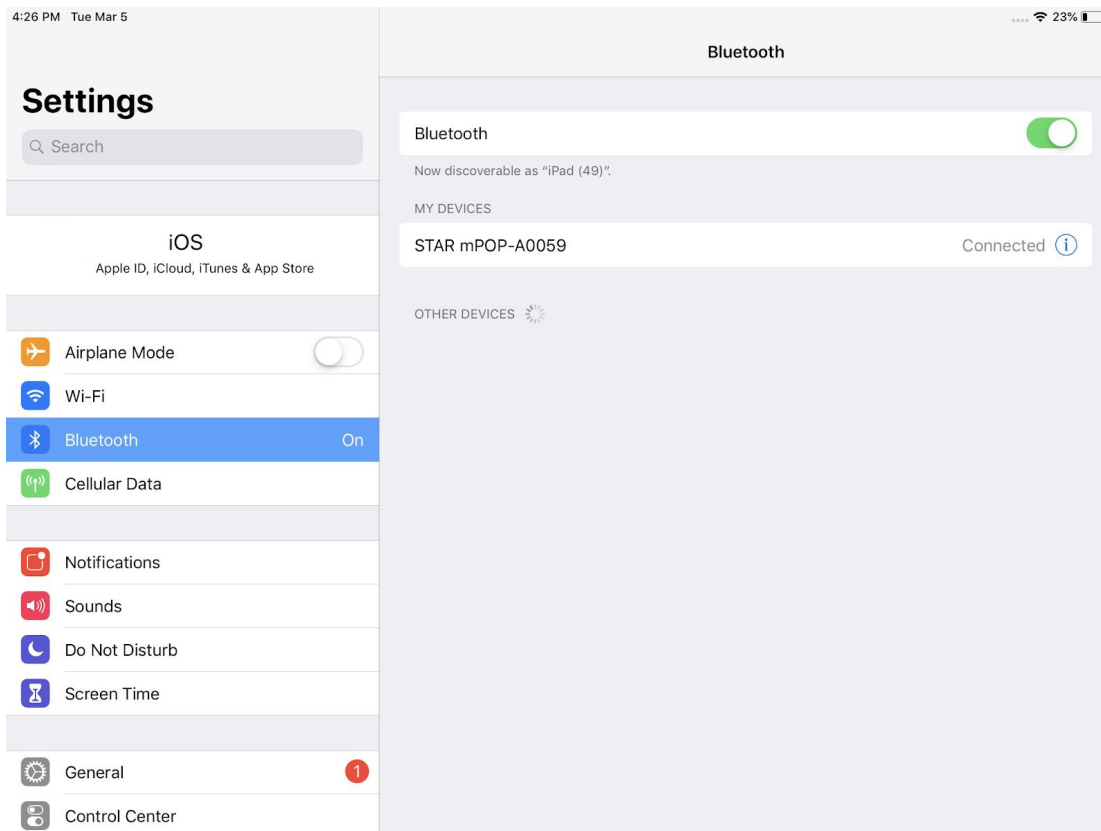
Step 6

Pair printer and iPad.

Make sure your printer is turned on, you'll need to connect it to your iPad in Bluetooth settings (simply pair the devices like you would with headphones)

- Open Settings on your iPad

- Click on the Bluetooth option on the sidebar
- Switch the Bluetooth to On (if not already on)
- In the Bluetooth Devices section, find the printer device and select it (if not already selected)
- When connection is completed, "Connected" will be displayed next to the device name. Repeat for each printer.



Step 7

Configure printer to station in Nōwn

1. Open the NōwnPOS app, log in with your credentials. Press skip tutorial and go to the Setup section.

Note: if you do not see the Set Up tab it means you are logged in as a Station user. Please ensure you are using the admin account, this is the one whose account details you received when you signed up for Nōwn.

2. Open Station Setup.
3. Click on the pencil icon to edit POS stations or *+Add Station* to add a station if you haven't created any yet.

Which station you link it to is **very important**. If you link a printer to POS 1 then you must log in as POS 1 when you use Nōwn, otherwise doing a transaction will trigger the wrong hardware.

4. Go to *Bluetooth Printers* section and click on Scan for Printers (unless the printer already appears there).

Manufacturer: Star Micronics

Model: MPOP

Ensure that the Receipt box is checked off

5. Don't forget to save changes at the bottom of your page.

Bluetooth Printers

Printer Name	Bluetooth Name	Manufacturer	Model	Receipt	Secondary	Label	
Main Printer	BT:mPOP	Star Micronics	mPOP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✕

 Scan for printers

PLEASE REPEAT THIS STEP FOR EACH IPAD. EACH PRINTER MUST BE CONFIGURED TO A SPECIFIC IPAD

Step 8

Configure credit card terminal to station in Nōwn

1. Open the Nōwn POS app.
2. Log in with your credentials. Press skip tutorial and go to the Setup section.

Note: if you do not see the Set Up tab it means you are logged in as a Station user. Please ensure you are using the admin account, this is the one whose account details you received when you signed up for Nōwn.

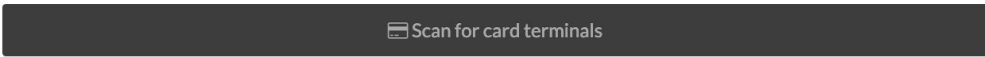
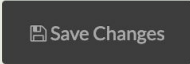
3. Tap on Set Up, go to Station Set Up.
4. Click on the pencil icon to edit POS stations.

Which station you link it to is **very important**. If you link a printer to POS 1 then you must log in as POS 1 when you use Nōwn, otherwise doing a transaction will trigger the wrong hardware.

5. Scroll down to the bottom of the *Edit Station* menu and enter the information as follows:

- Card Terminal IP Address - **you found the IP address in Step 5**
- Card Terminal Port - 5555
- Card Terminal Type - globalpay or whoever your payment processor is

Remember to save changes at the bottom of your page!

Card Terminal IP Address	Card Terminal Port
192.168.1.129	5555
Card Terminal Type	
Global Payments	
	
	

PLEASE REPEAT THIS STEP FOR EACH IPAD. EACH TERMINAL MUST BE CONFIGURED TO AN IPAD.

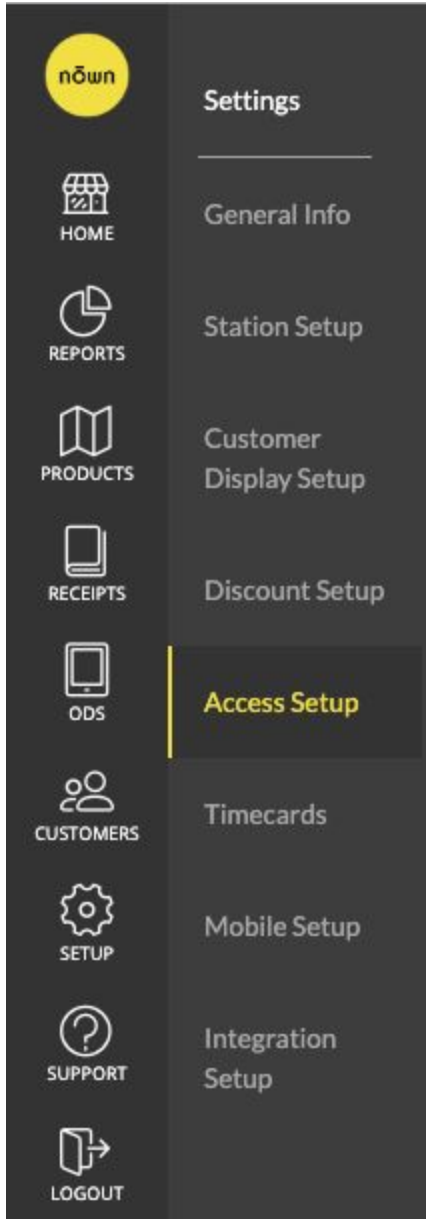
Step 9

Create station logins for each user.

This will be the account that you use to log into the Nōwn POS app itself on each of your iPads at your store. You would set it up just like a regular employee, with the only difference being that you select the role as Station, and you would just always stay logged in on the store iPads at all times. The first and last name that you put can just be your store name, however, be conscious of what you put here because it will show up on your receipts.

Station logins are also very different from manager logins because they prevent your staff from seeing sensitive information. **From a station log in you won't be able to: see most reports, edit the menu/product list, or see the set up tab.**

- Open Nōwn and click on the Set Up tab
- Select Access Set Up



-
- Select *Create New*, it is found in the top right hand corner.



-
- Under: Select Role, make sure you select *Station*.
- Enter the following fields: first name, last name, email, and username. You will also be required to auto generate a PIN. For first and last name it is best practice

to put the name of the store as this is what will show up on receipts. Please see the image below as an example.

- **Note:** the email you put is where you will receive the email to set the password, **do not forget to input your email.**

-

Station

Login Access: Chosen Location

Employee Information

Test	Shop
testshop	
test@gmail.com	
Phone (optional)	Employee ID (optional)

PIN

7 7 5 8	Auto Generate
---------	---------------

Save

-

- Remember to save once you are done. Please check your email
- Please repeat for all POS stations.

Step 11

Tie stations to their corresponding users.

- Go to the Setup Tab on the left side of the screen
- Go to Station Set Up

Station Setup

POS Stations

Please add a station for each POS station in your store. This step is required in order to run any transactions. For each station you may set up a printer and a card terminal.

Station Name	Receipt Printer	Card Terminal IP Address
POS 1	Test Connection	192.168.1.16:12345 Test Connection
POS 2	Test Connection	192.168.1.17:12345 Test Connection
POS 3	Test Connection	192.168.1.18:12345 Test Connection

Receipt Settings

Configure the appearance and the workflow of your transaction receipts.

Print Receipt After Every Transaction

By default, to reduce paper usage, no transaction receipts are printed for non-credit card transactions. If you wish to automatically print receipts after each transaction, turn this on.

ON

Restrict Cash Drawer Opening

By default, cash drawers are opened automatically for cash transactions and when a merchant copy of a receipt is printed. To restrict the cash drawer opening for cash transactions only, turn this on.

ON

Separate Item Receipts on Secondary Printer

By default, transaction items sent to the secondary printer are printed on a single receipt. If you wish to have individual receipts for each item printed, turn this on.

OFF

Print End of Shift Report at Close of Station

If you wish to automatically print an End of Shift report at the close of the station (via the receipt printer), turn this on.

ON

Enhanced Security Module

Enable Enhanced Security Features

- Edit a POS station
- Once in Edit Station screen, click on the Assign Station to User field

Edit Station

Station Name
POS 1

Assign Station to User
Station Login

Ethernet Printers

Printer Name	Printer Address	Manufacturer	Model	Receipt	Secondary	Label	
POS 1	10.0.1.7:9100	Star Micronics	TSP100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✕
POS1	10.0.1.6:9100	Star Micronics	TSP100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✕

192.168.1.100 9100

Receipt Printer IP Address Receipt Printer Port

- Then select which log in you want to tie to this particular POS station.

Edit Station ✕

Station Name

POS 1

Assign Station to User

✓ Station Login

POS1

POS2

POS3

Printer Name	Printer Address	Manufacturer	Model	Receipt	Secondary	Label	
POS 1	10.0.1.7:9100	Star Micronics	TSP100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✕
POS1	10.0.1.6:9100	Star Micronics	TSP100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✕

192.168.1.100

Receipt Printer IP Address

9100

Receipt Printer Port

[Add a printer](#)

-
- Save your changes
- The next time you log in with that username, you will only have the option of selecting the POS station that it is tied to.

Strangelove Path WEEK TO GO!!!

Jan 09, 2024, 11:55:00 AM

POS 1

Starting Cash Balance 🔔

[Open Station](#)

Maximum Allowed and Minimum Open Cash Values. Please enter Starting Cash Amount to Open Station.

Step 12

Log into each iPad with the requisite log in. Remember, each login is tied to a hardware configuration so make sure you pay close attention that you have logged in with the right credentials.
