

checksum CHARLY Quickguide



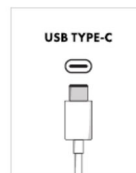
Smart POS terminal for card payments and cash register application on the terminal

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Scope of delivery

- Smart POS terminal CHARLY
- USB type C charger
- Screwdriver for battery cover
- Charging station (optional, if ordered)
- 5 rolls of thermal paper included in initial delivery.
- Please check the delivery for completeness upon receipt.



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Overview of the terminal



Switch terminal on / off

Switch on the terminal.

Press the power button for 2-3 seconds to switch on the terminal.

Switch off terminal and restart terminal.

Press the power button until the "Switch off; restart" menu appears.

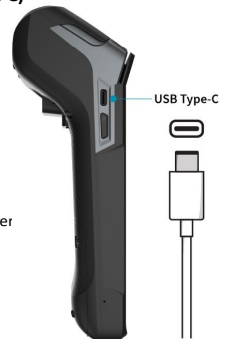
"Switch off" and your terminal switches off. Select "Restart" and the terminal will perform a restart.



Charging the terminal (USB type C)

Your device is supplied with a rechargeable lithium battery. Please note: To charge the device, the lithium battery must be inserted and the cover closed.

1. Plug the USB-C end of the cable into the USB-C port on the left-hand side of the device
2. Insert the other end into an adapter
3. Plug the power supply unit into a socket (you can also use a PC or a power bank as a power source)
4. Switch on the terminal
5. The charging process is displayed on the terminal screen.



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Operation

Home screen

The most common functions can be accessed via shortcuts on the home screen.

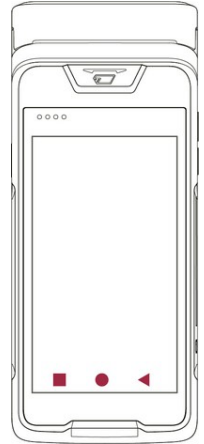
- Settings
WLAN, volume, etc.
- PayStart
Restarts the web cash register
- Update
Manual firmware or terminal software updates



Navigation bar

The navigation bar is located at the bottom of the screen and has three buttons.

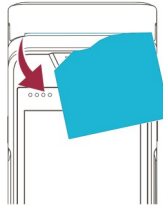
- Square
After you push the Square button, The web cash register window can then be closed with "X", for example in the event of a fault.
- Circle
(Home) Takes you back to the main menu.
- Triangle
(Close and back) Closes the current application or takes you back to the previous application.



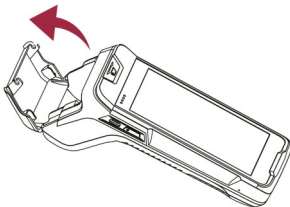
Changing the printer and paper rolls

Tear-off printer paper

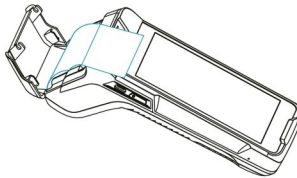
Hold the printing paper in your hand and tear it off in the direction shown in the illustration. When tearing off the paper, ensure that you use a uniform and rapid speed and force.



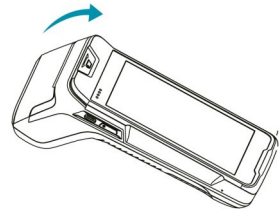
Replacing paper rolls



1. Open the printer cover in the direction shown.



2. Place the paper roll in the paper holder as shown in the picture. Pull a small section of the paper under the paper cutter.



3. Close the cover of the paper holder in the direction shown.

Note:

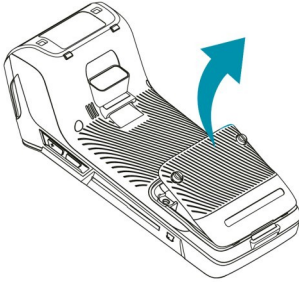
Ensure that the paper roll is inserted in the correct direction. Otherwise, the printer may malfunction.

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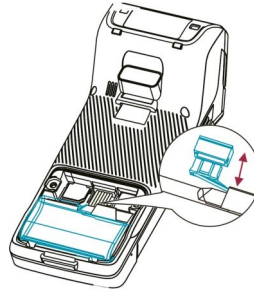
Operation

Battery and charging

Change the battery



1. Remove the battery cover
2. Insert/remove the battery

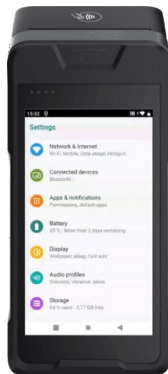


1. Insert or remove the white battery plug
2. Close the battery cover

Network

Set up WIFI

- Select Settings
- Select Network & Internet



- Press WLAN
- Next, tap the slider at the top right until "Use Wi-Fi" is displayed in green. Available networks will be searched for.
- Select the network and enter the password.
- Select Connect.



Operation

Read chip card



The slot for the chip reader is located on the right-hand side of the terminal. To insert a card, hold the opposite side of the IC chip card with the chip facing upwards and insert the card into the slot. During the transaction process, the card must remain in the slot as shown in the picture on the right.

Note: If the contact points of the IC chip are damaged or oxidised, the transaction may fail.

Read magnetic strip



Insert the card into the magnetic strip card slot with an even movement, as shown on the right-hand side. Make sure that the magnetic strip on the card is facing towards the housing.

Note: Any damage to the magnetic strip or incorrect swiping can lead to transaction errors.

Contactless reading



During the payment process, hold the card close to the top of the printer cover for approx. 1 second until you hear a "beep", which means that the transaction has been successfully completed. At this point, the card can be removed.

Read QR code



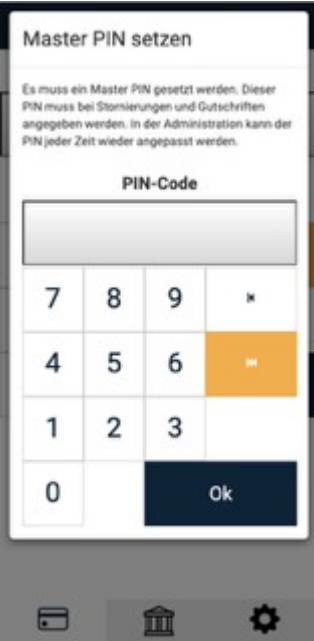
Hold your smartphone/smartwatch or similar close to the top of the printer cover during the payment process for approx. 1 second until you hear a "beep", which means that the transaction has been successfully completed. The device can then be removed.

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First BASIC and PRO scripts

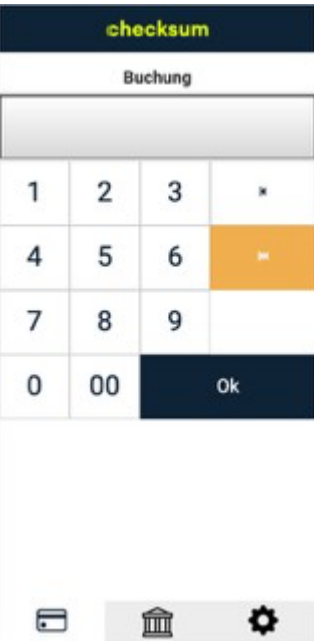
Set master PIN

- First set a Master PIN (4-6 digits) for protected business transactions. These are, for example, cancellations and credit notes.
- You set the PIN during initial commissioning. You can change it in your customer portal. Please note: Only you can set and change the Master PIN. checksum customer support does not know your personal PIN. After changing the PIN in the customer portal, the cash register must be reloaded.



Make a booking

- Enter the amount to be collected on the booking screen. Always enter the amount in cents, i.e. CHF 49.90 should be entered as 4990.



First scripts

Submenu BASIC

- In the submenu (Fig. 1) you will find
 - Daily closing: to submit the transactions carried out.
 - Credit note: to credit a transaction that has been carried out
 - Cancellation: to cancel the last transaction (e.g. typing error)
 - Document history: to display your transactions as a journal (Fig. 2) or to print them out again
- Cancellation and credit notes are PIN-protected.

Please note that you must perform a daily closing every day!



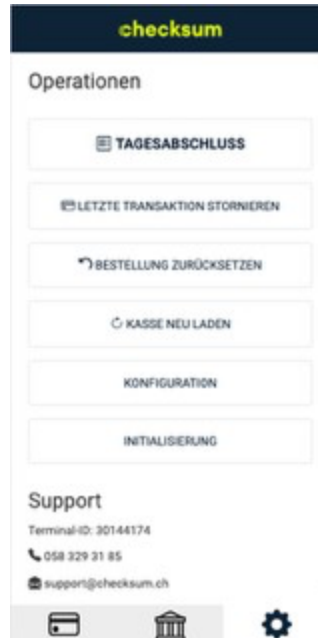
Figure 1



Figure 2

Menu Operations BASIC

- In the "Operations" menu, you can reload the configuration of your CHARLY terminal or reinitialise a card.
- Daily closing: closes the day and submit all transactions, this must be done daily.
- Cancel last transaction: Allows you to cancel the last booking, for example in the event of a typing error.
- Reset order, empties the current shopping basket.
- Reload cash register: By clicking on Reload cash register, all settings on the CHARLY terminal are reset and all settings stored on the checksum portal are reloaded.
- Configuration: Here you can transfer new configurations from the Terminal Management System, for example Tip, Reservation
- Initialisation: Reinitialises all card brands on the terminal



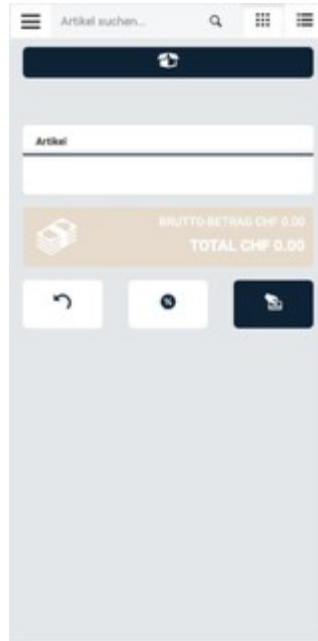
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checksum PRO

Article menu

- At first, the item selection is empty. You can now enter your items via the checksum portal. You can see how this works in the video tutorial using the QR code below.

Tutorial on article capture



Cash register re-load

- After configuration of the cash register via the portal, you must select "Reload cash register" so that your settings are adopted in the portal.



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checksum PRO

Sale of articles

- If you have entered your items correctly and reloaded the cash register, you can now manage your sales via item selection



Pay

- Now you can choose in the booking menu whether to pay by card or cash
- You can have your most frequent amounts inserted directly via quick access to the standard amounts (configurable via the portal)
- Now simply click on "Finalise purchase" and follow the instructions on the payment device.

