sumup®

Point of Sale Setup Guide

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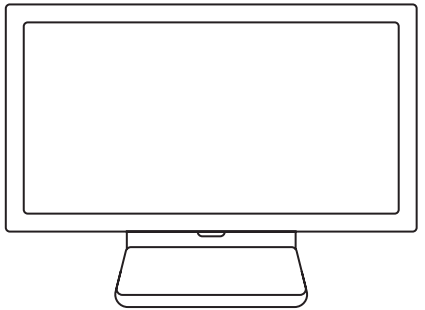
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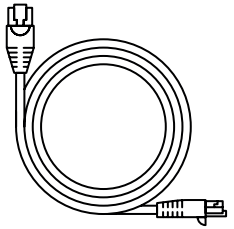
POS Bundle Contents

- **A** **SumUp Register**
- **B** **SumUp Customer Touchscreen**
- **C** **USB Hub**
- **D** **(2) Ethernet cables**
- **E** **USB-C charging brick & USB-C to Power Cable**
  (SumUp Register)
- **F** **Power Adapter**
  (SumUp Customer Touchscreen)

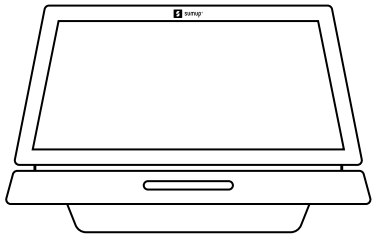
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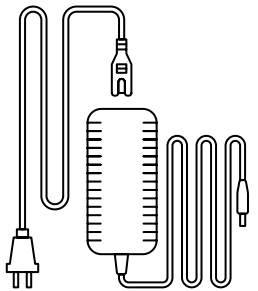
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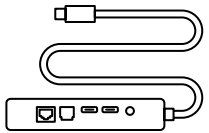
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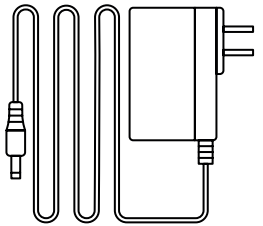
E



C



F



Step 1

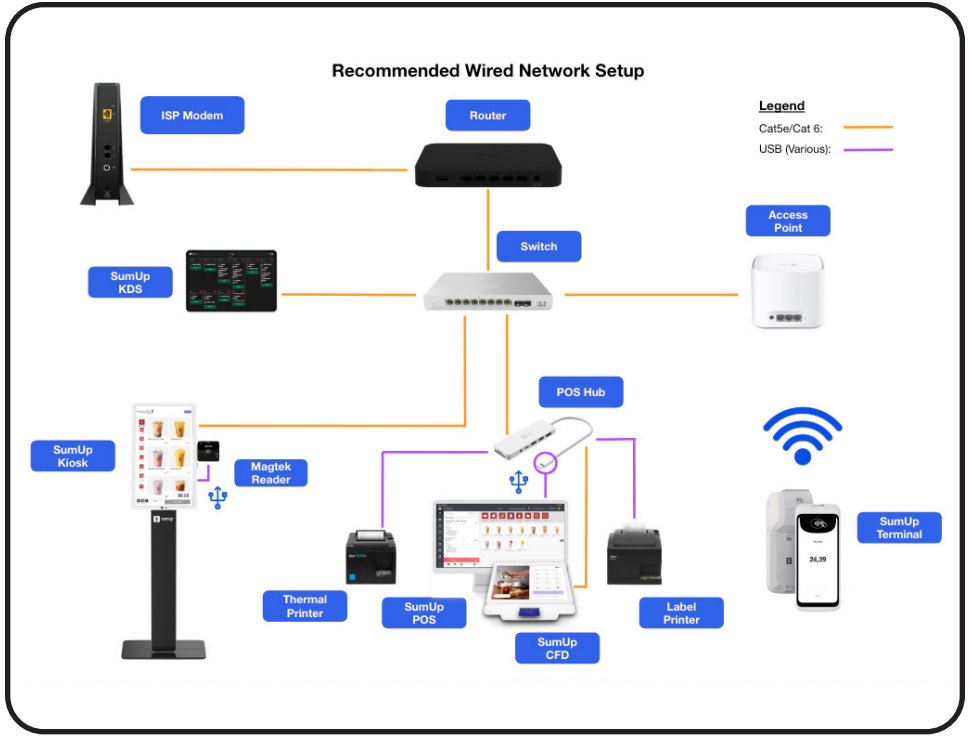
Prepare your internet network

1. Review networking requirements guide:
   Technical Requirements - SumUp USA installations - Gong cha
   a. NOTE: If you do not yet have a dedicated router or networking switch at your store, you can purchase one from SumUp HERE (add link) or via Amazon at the following links:
      i. Router (add link)
      ii. Switch (add link)

2. Locate your dedicated router or networking switch and ensure a minimum of 2 ports are available for use.

3. Plug one of the black ethernet cords (D) into port 2. This cord will be used with your Customer Touchscreen (B).

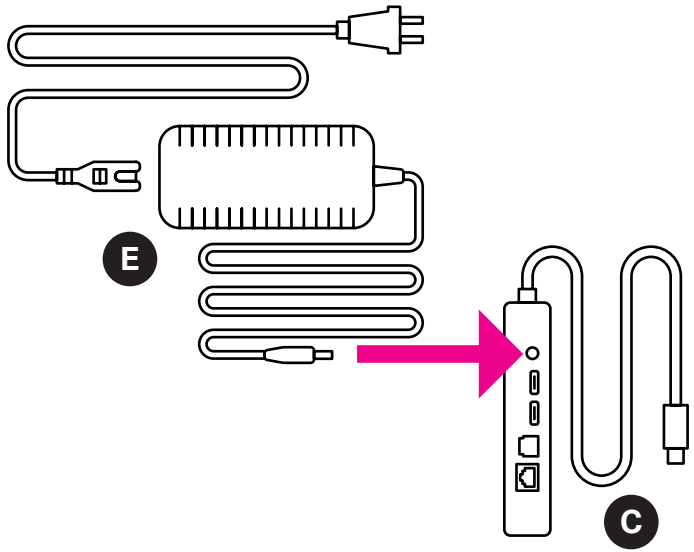
4. Plug the second black ethernet cord (D) into port 3. This cord will be used with your SumUp POS Register (A).



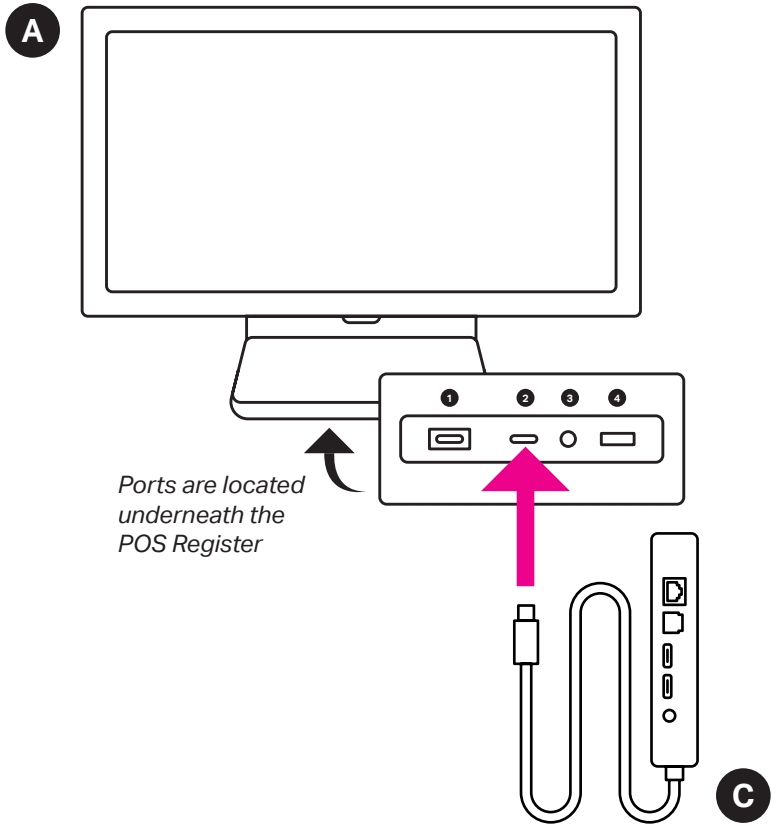
Step 2

Set up your POS Register

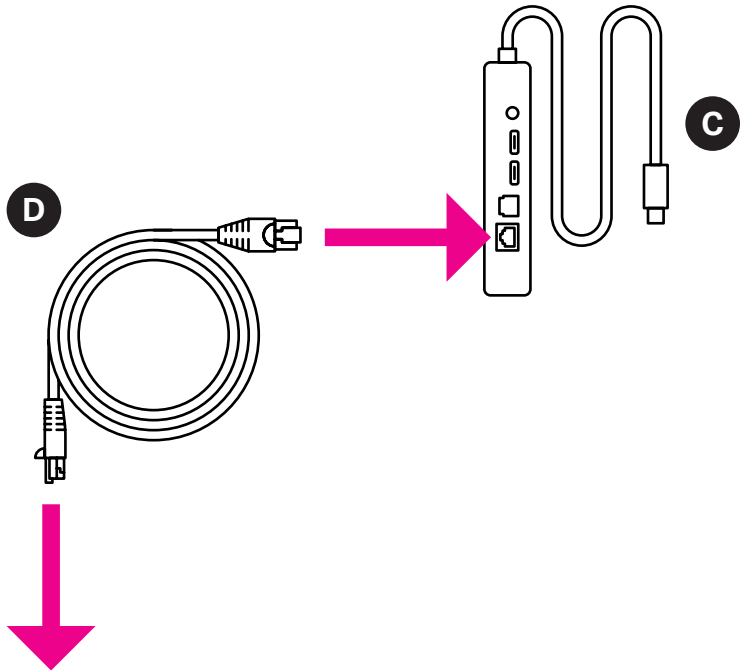
1. Connect the register power cable (E) into slot (1) of the USB Hub (A)



2. Connect the USB Hub (C) into slot (2) of the register (A).

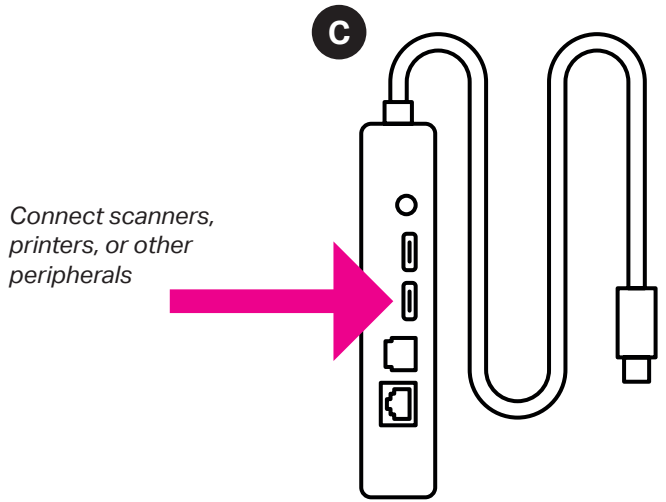


3. Connect ethernet cable (D) into the Ethernet slot on the left-hand side of the USB Hub (C) with the other end of the ethernet cable (D) connected to your router or networking switch.



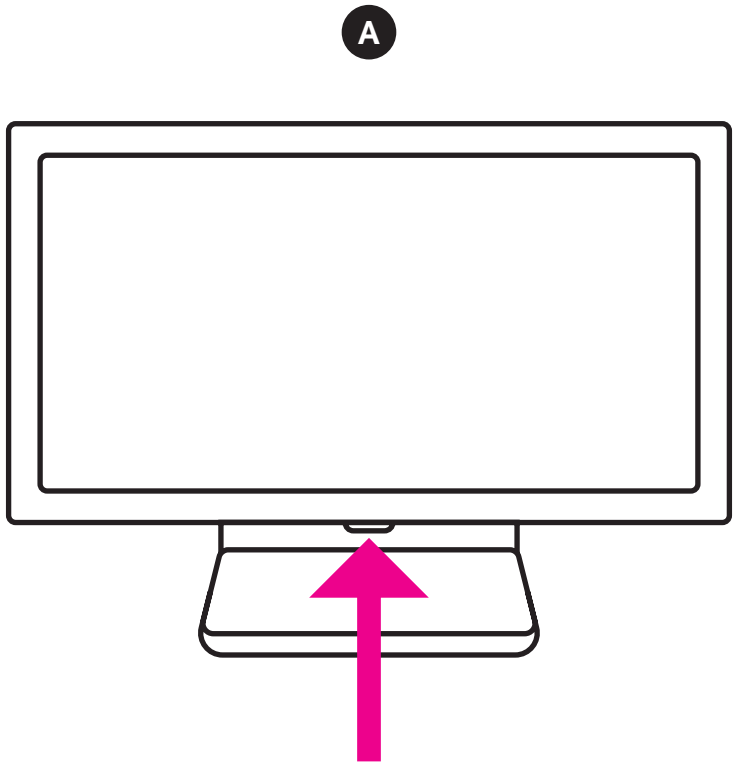
Connect to your router or networking switch.

4. Connect USB peripherals to USB Hub (C) such as thermal printers, kitchen printers, barcode scanners, etc.



Connect scanners, printers, or other peripherals

5. Power on SumUp POS Register (A) and leave it be for ~10 minutes while it automatically performs system updates.



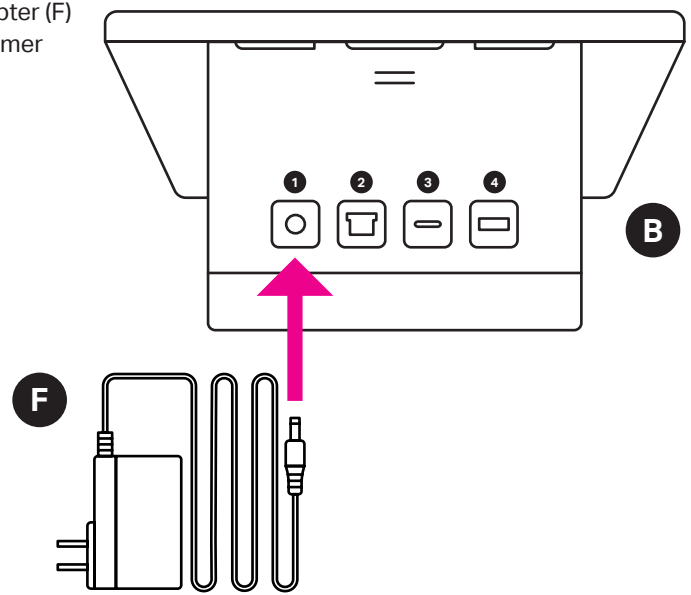
Done? **Good job!**

Then proceed to the next step.

Step 3

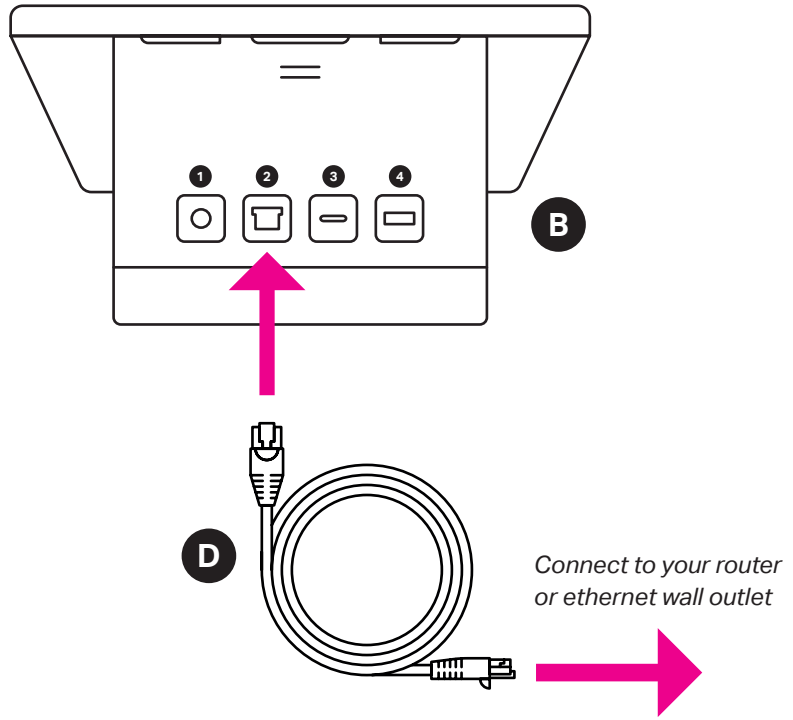
Set up your Customer Touchscreen

1. Connect the power adapter (F) into slot (1) of the Customer Touchscreen (B).

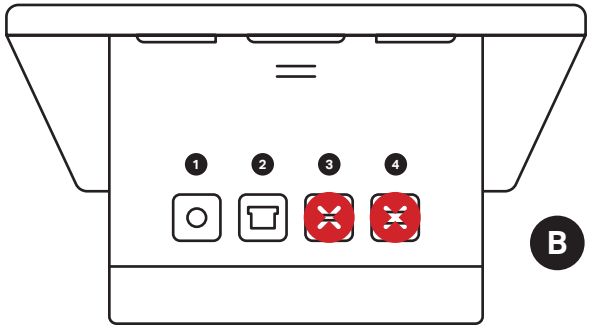


2. Connect the ethernet cable (D) into slot (2) of the customer touchscreen (B), with the other end of the ethernet cable (D) connected to your router or ethernet wall outlet.

    a. We ***strongly recommend*** ethernet over Wi-Fi for a more stable connection. If you only have one ethernet connection available at this time, it should be used for this device (B).



3. **Do not use** slots 3 and 4. These ports should not be in use.



Done? **Good job!**

Then proceed to the next step.

Step 4

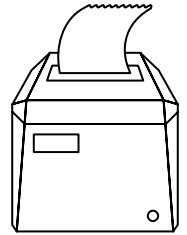
Connect your Printers and Cash Drawer

In this section we'll show you how to connect the SumUp supported Star printer and cash drawer. You can purchase these and other accessories through the SumUp accessories shop.

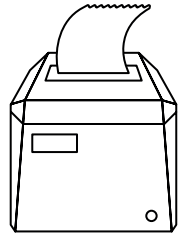
Scan this QR code to purchase accessories through the SumUp accessories shop.

POS Accessories Contents

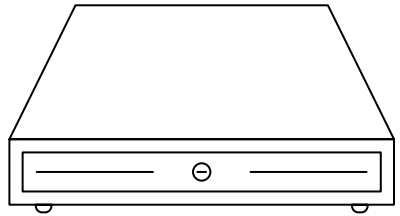
- **G** Star TSP 100IV Thermal Receipt Printer
- **H** Star TSP 143IV SK Linerless Label Printer
- **I** 16” Star Cash Drawer
- **J** Ethernet cable
- **K** (2) Printer power cables
- **L** (2) Printer USB-A to C cables
- **M** Cash drawer keys
- **N** Cash drawer cable



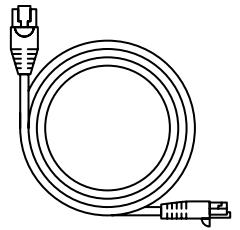
G



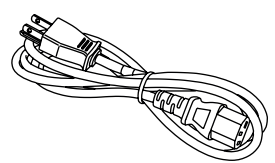
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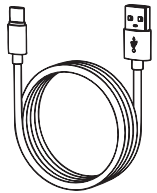
I



J



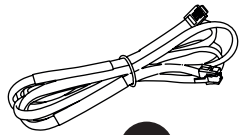
K



L

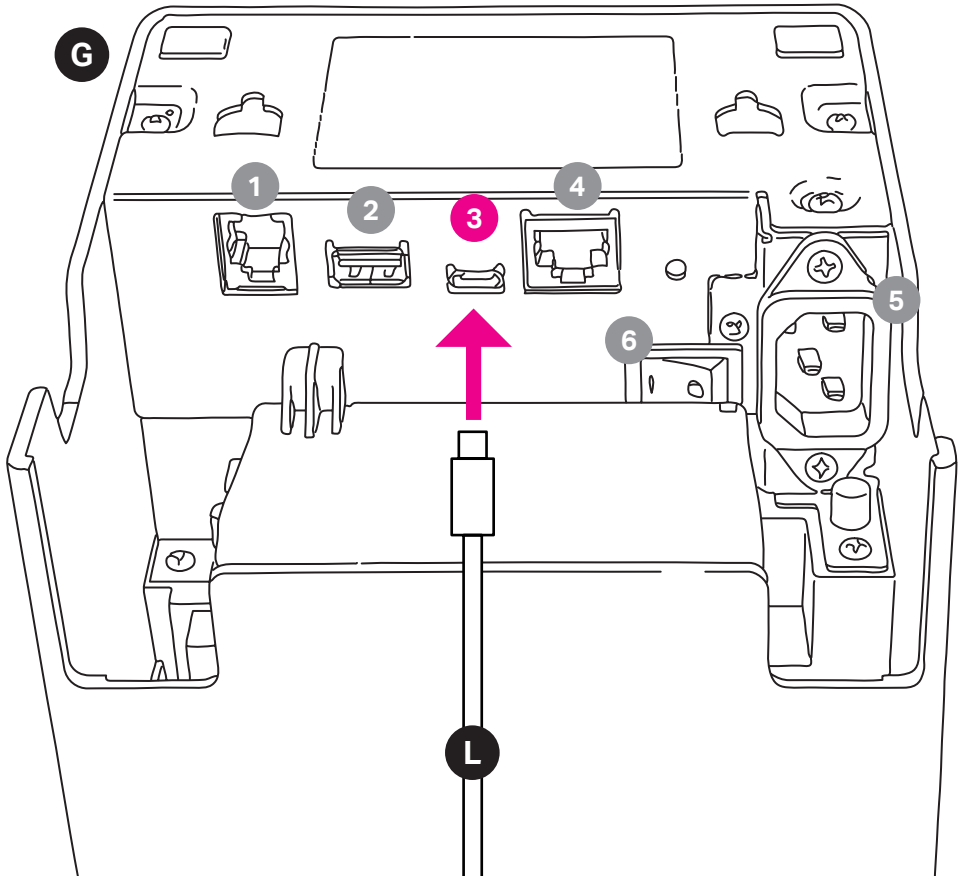


M



N

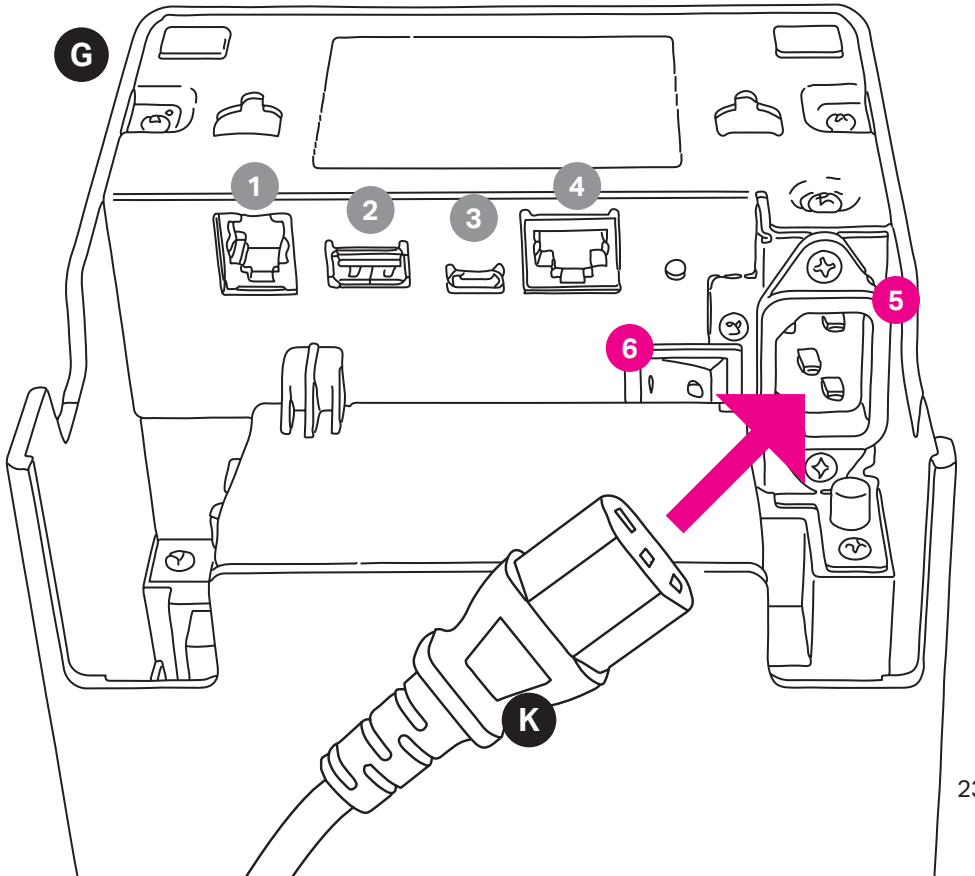
1. Connect the thermal receipt printer USB cable (L) into slot (3) of the printer (G). USB-C side to the printer, USB-A side to the USB hub as noted in the section above.



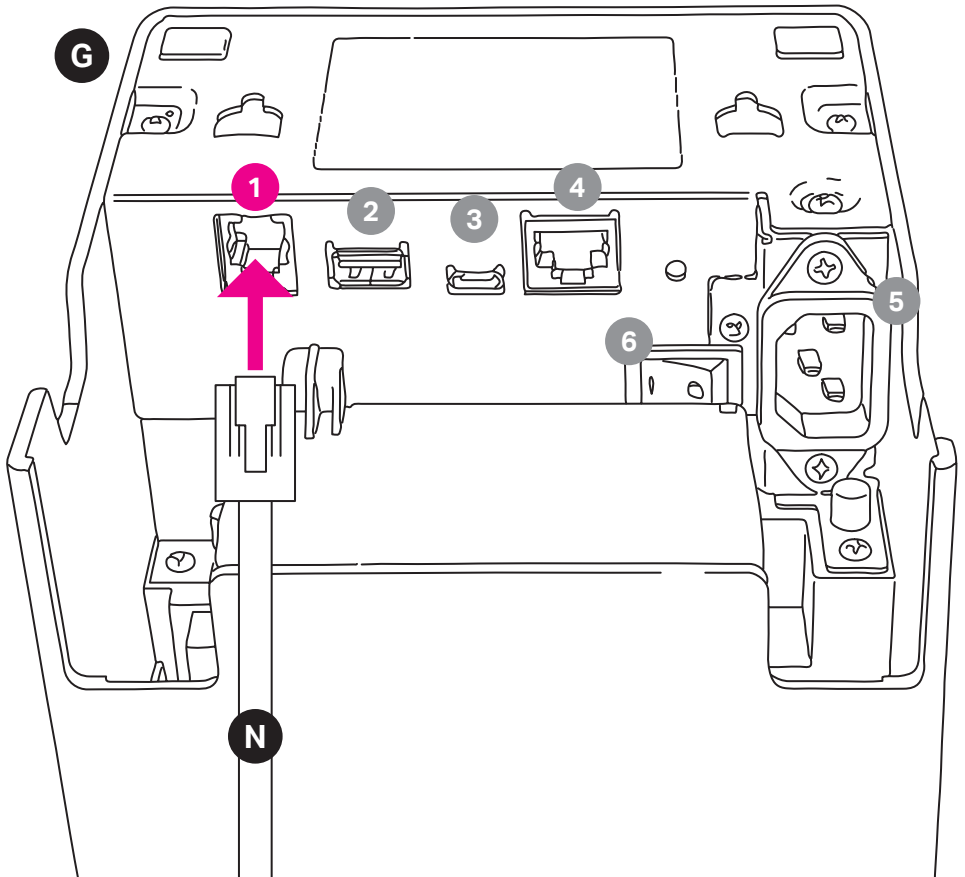
2. Connect power cable (K) into slot (5) of the pinter (G).

3. Power on using the power switch (6)

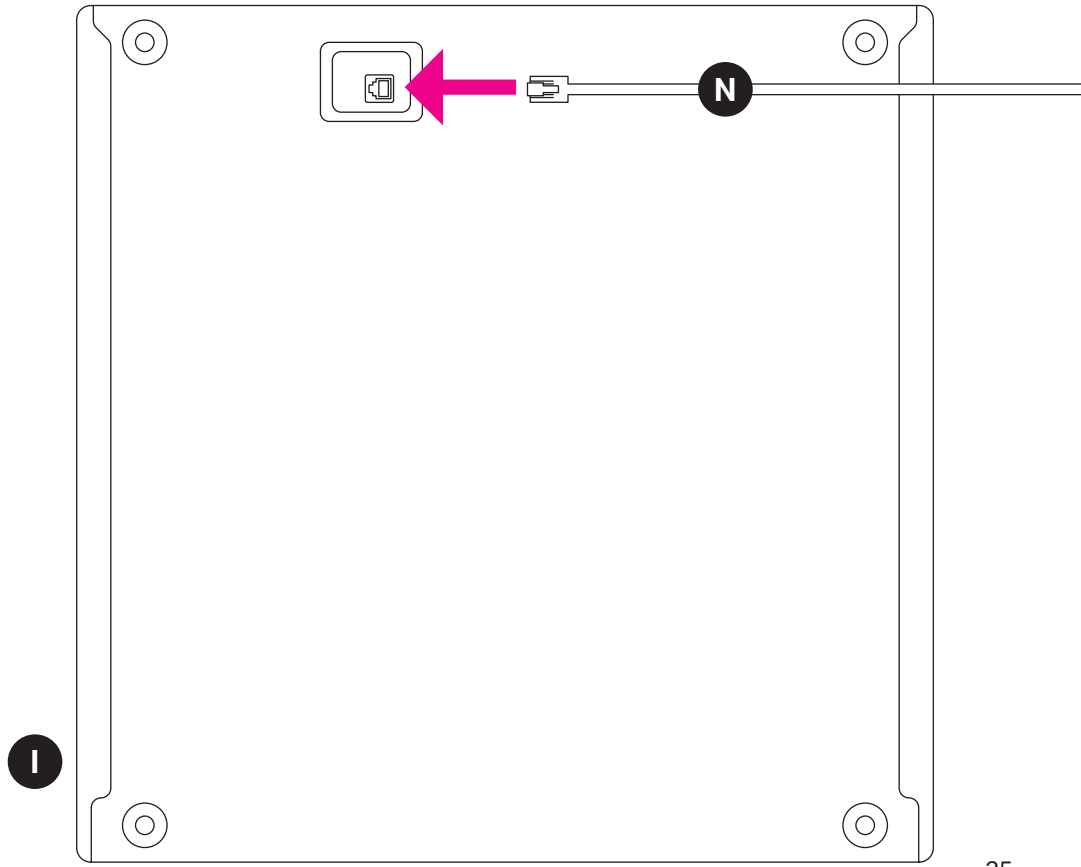
4. Repeat steps 1 & 2 for the linerless label printer.



5. Optional cash drawer: Connect ‘printer’ labeled side of the cash drawer cable (N) into slot of the **thermal** receipt printer (G) slot (1).



6. Connect ‘cash drawer’ labeled side of the cash drawer cable (N) into slot of the cash drawer (I).



Step 5

Complete your equipment activation and training

Congratulations, your hardware is set up and ready for activation!

Call us at +1 (877) 648-0902

Done? **Good job!**

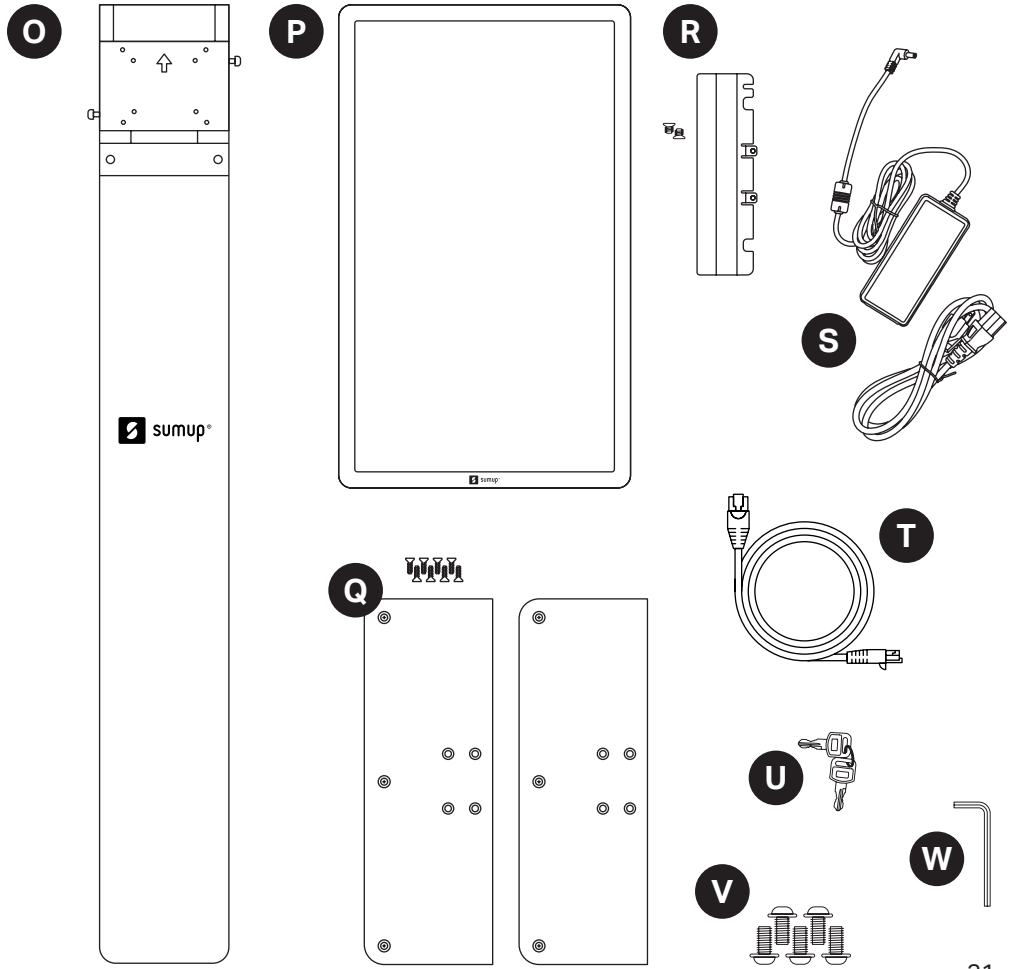
Then proceed to the next step.

Set up your Self Service Kiosk

Kiosk Base Contents

- **O** **Kiosk Stand & Mounting Plate**
- **P** **Kiosk Monitor**
- **Q** **Floor Base Plates** *(+8 black bolts)*
- **R** **Kiosk Back Cover** *(+2 silver screws)*
- **S** **Kiosk Power Cord & Adapter**
- **T** **Ethernet cable**
- **U** **Keys**
- **V** **5 silver screws**
- **W** **Allen Wrench**

Note: You will need a #2 Phillips screwdriver for this installation



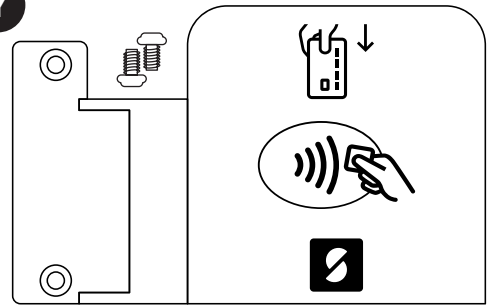
Kiosk Card Reader Contents

- **X** **Magtek Card Reader**
- **Y** **Card Reader Cover** *(+2 screws)*
- **Z** **USB to USB-C Card Reader Power Cord**
- **A1** **Plastic Spacer**

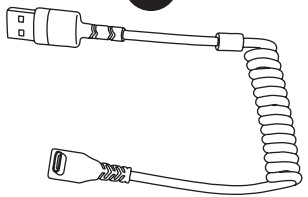
X



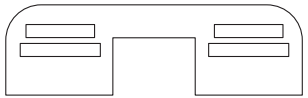
Y



Z



A1

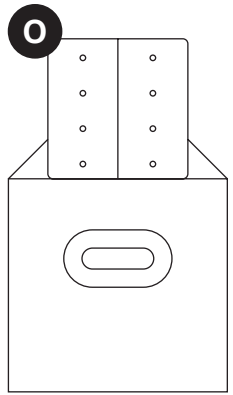


Step 1

Kiosk Base Assembly

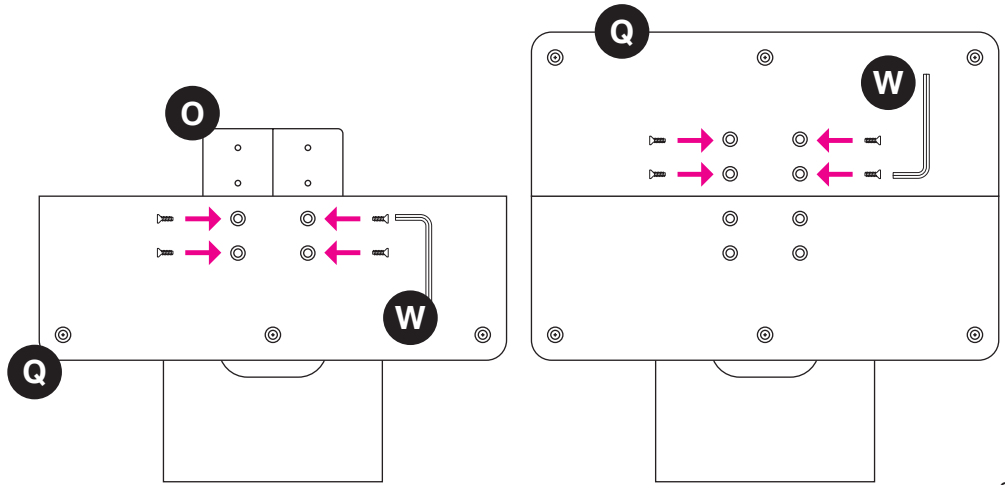
1. **Prepare for assembly:** Lay the Kiosk Stand (O) flat on top of its shipping box for support.

Kiosk Stand Shipping Box

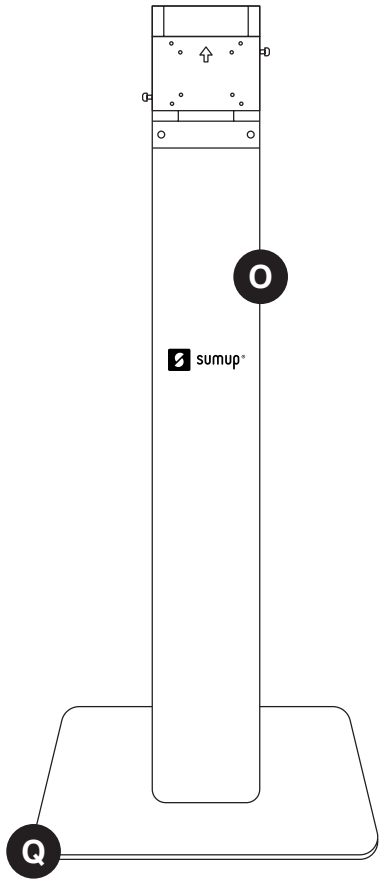


2. **Attach the first plate:** Secure one Floor Base Plate (Q) to the bottom of the stand using 4 black bolts and the Allen Wrench (W). Ensure the rubber feet face outward.

3. **Attach the second plate:** Place the second Floor Base Plate (Q) directly on top of the first and secure it with the remaining 4 black bolts and the Allen Wrench (W).

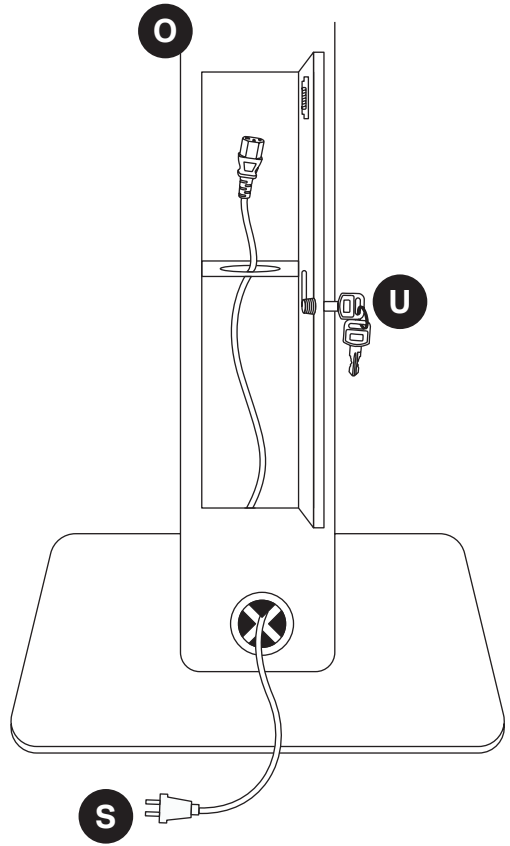


4. Stand it up: Carefully lift the Kiosk Stand (O) into an upright position.



5. Open the back: Use the Keys (U) to unlock and open the door on the back of the stand.

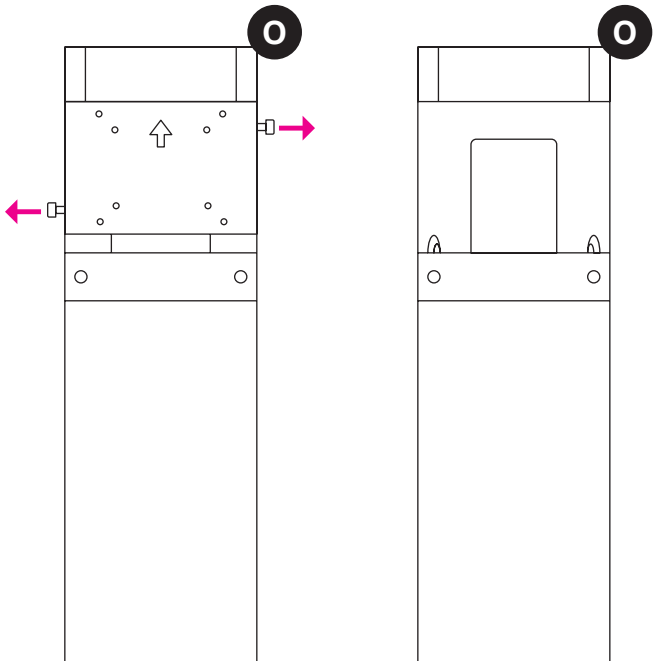
6. Route the power: Feed the Power Cord (S) through the hole under the back door. Ensure the wall plug (Type A) is on the outside, ready to connect to an outlet.

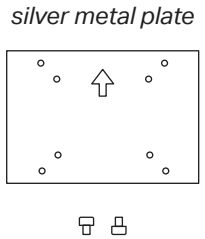


Step 2

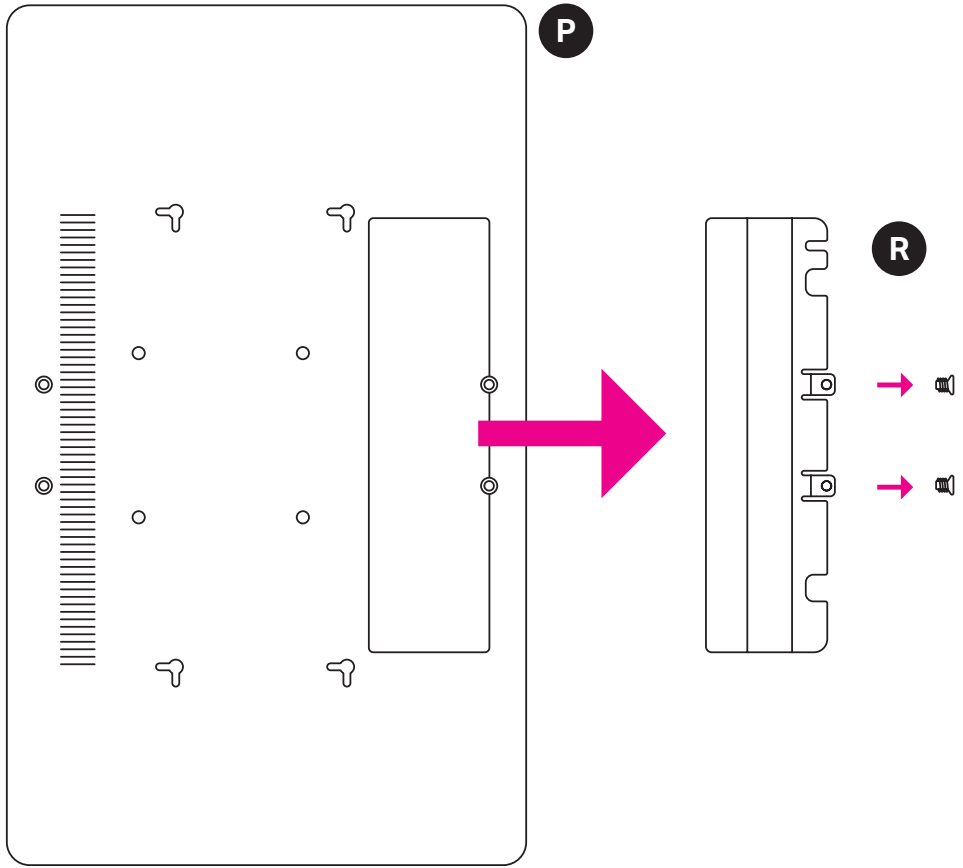
Monitor & Stand Assembly

1. Remove the mounting plate: Unscrew the side screws on the Kiosk Stand (O) to remove the silver metal plate. Keep these screws nearby.



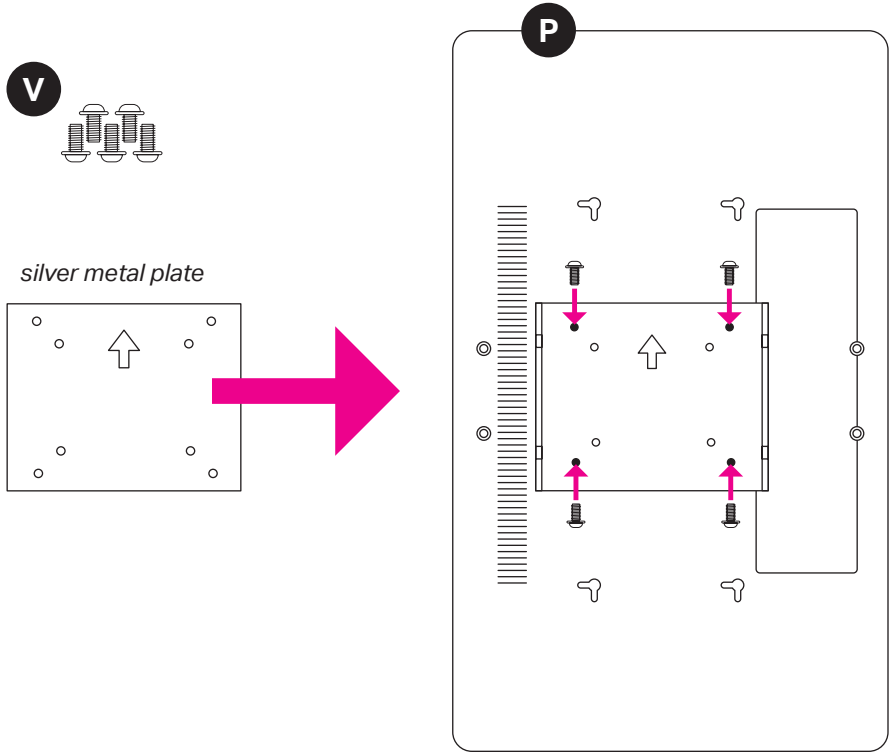


2. Prep the monitor: Remove the Back Cover (R) from the Kiosk Monitor (P) and set it aside.



3. **Attach the plate to the monitor:** Secure the silver metal plate to the back of the Monitor (P) using 4 silver screws (V).

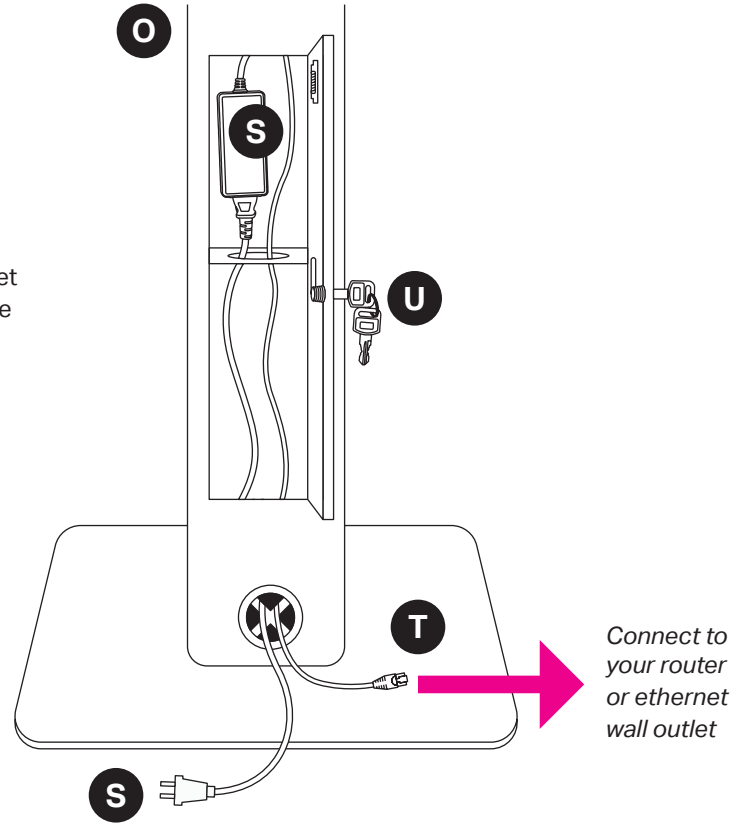
Note: Ensure the arrow on the plate points UP (away from the SumUp logo on the front of the Monitor).



4. **Route the main power:** Feed the Power Cord (S) through the top of the stand. Drop the power brick down the Kiosk Stand (O) and connect it to the internal Power cable (S) via the back door.

5. **Route the Ethernet Cord:** Drop the Ethernet Cord (T) down the Kiosk Stand (O) and feed it through the center hole out the bottom of the Kiosk Stand (O).

Note: We *strongly recommend* ethernet over Wi-Fi for a more stable connection.

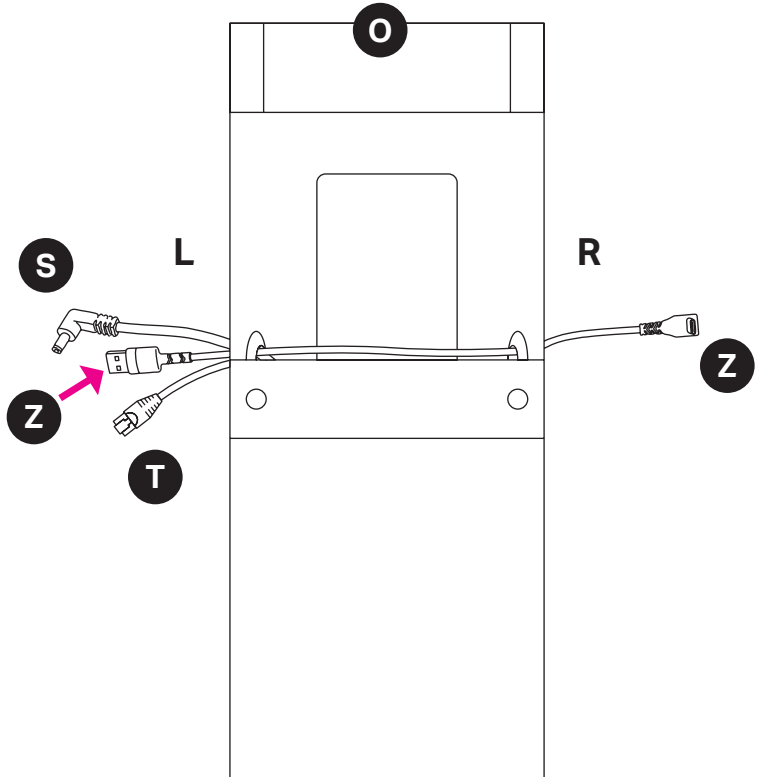


6. Position the cables:

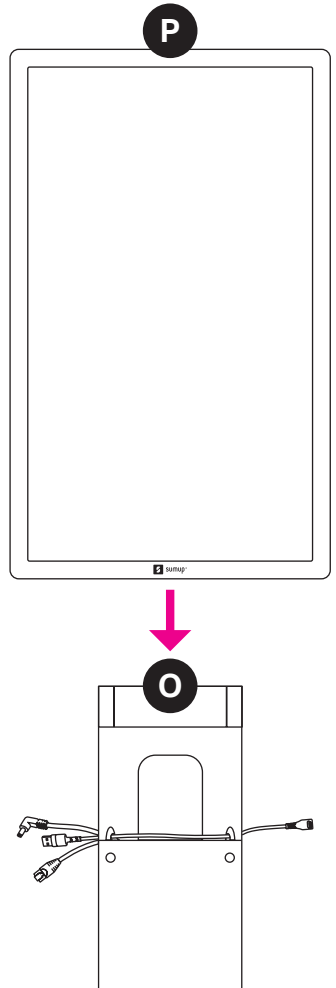
a. Pull the yellow-tipped DC Jack from the Power Cord (S) out through the LEFT hole on the side of the Kiosk Stand (O).

b. Pull the Ethernet Cable (T) out through the LEFT hole on the side of the Kiosk Stand (O).

c. Feed the Card Reader Power Cord (Z) through the stand so the USB side feeds through the LEFT hole and the USB-C side feeds through the RIGHT hole.

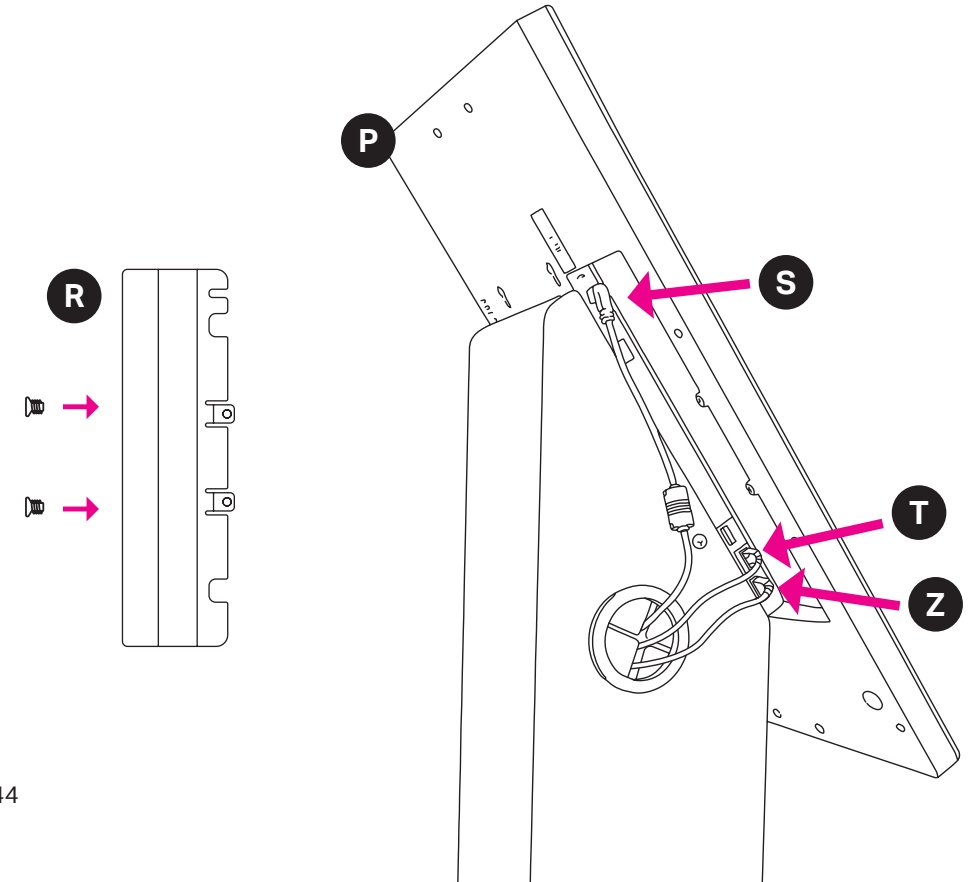


7. Mount the monitor: Slide the Monitor (P) onto the top of the Kiosk Stand (O) and tighten the side screws you removed in Step 1.



8. **Connect cables:** On the back of the monitor, plug the DC side of the Power Cord (S) into the top port. Plug the Ethernet Cable (T) into the port second from the bottom. Finally, plug and the USB side of the Card Reader Power Cord (Z) into the bottom port.

9. **Finish up:** Replace the Back Cover (R) and secure it with the 2 small silver screws.



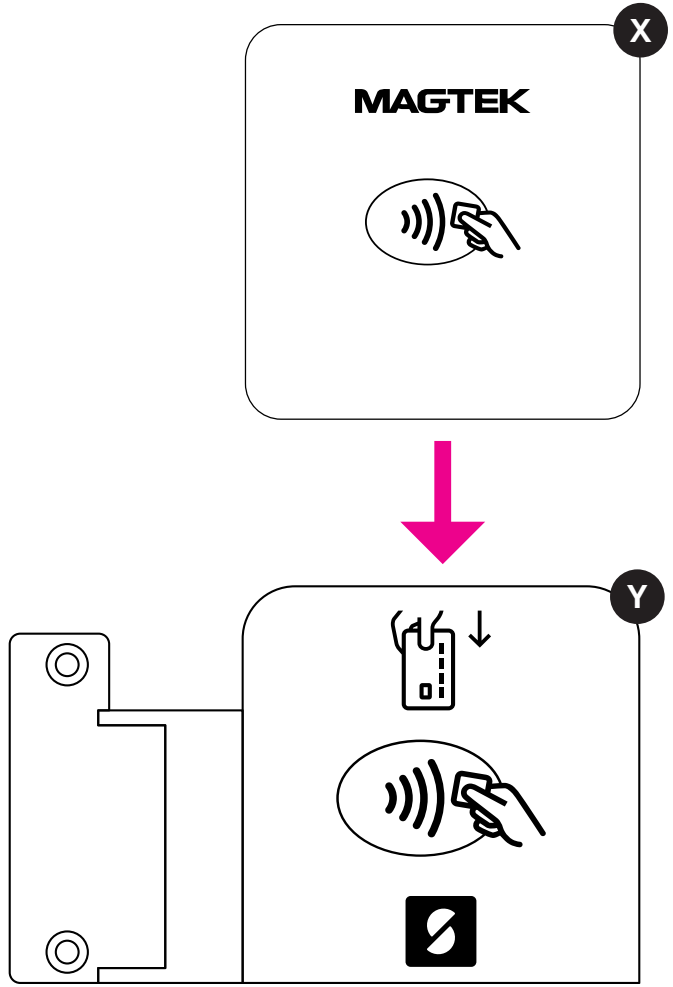
Done? **Good job!**

Then proceed to the next step.

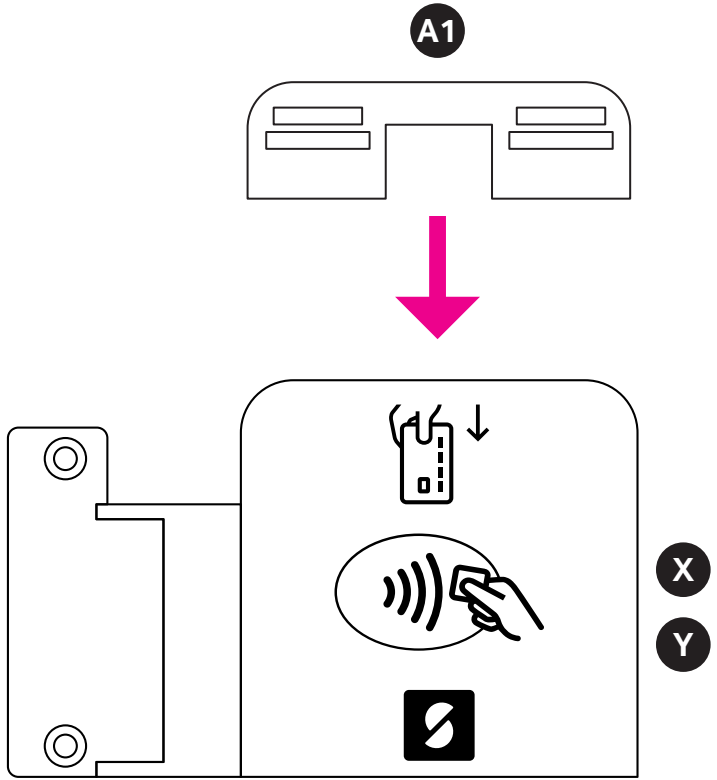
Step 3

Card Reader Assembly

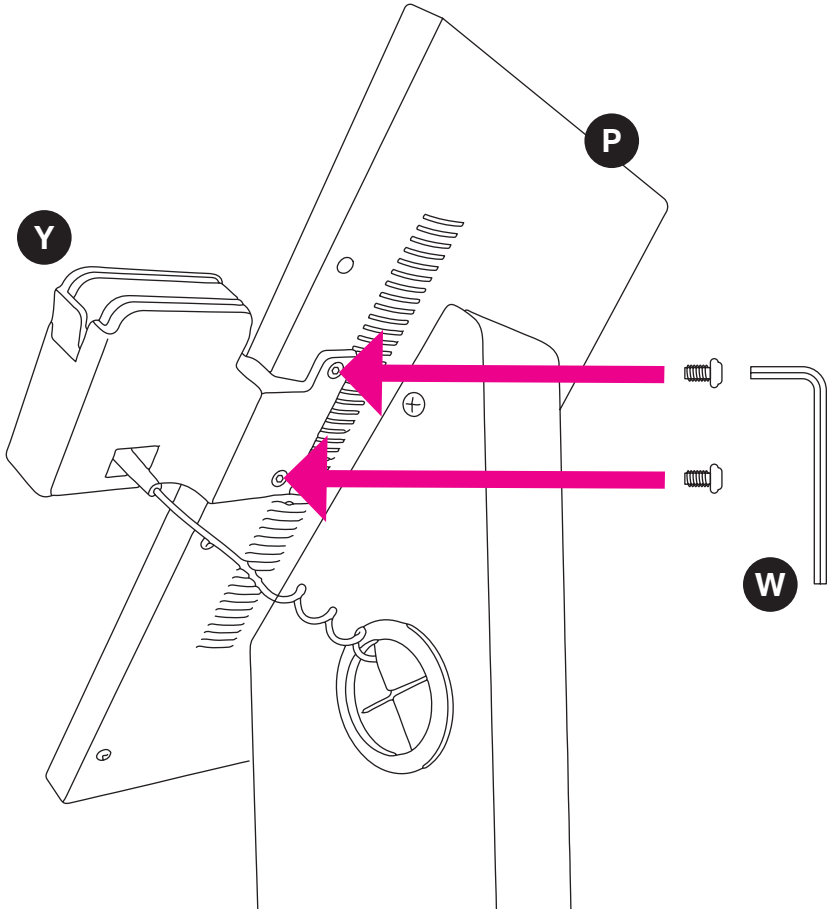
1. **Assemble the reader:** Slide the Magtek Card Reader (X) into the Card Reader Cover (Y).



2. **Disable swipe:** Insert the Plastic Spacer (A1) into the top of the Card Reader (X). This blocks the swipe slot, as only “dip” or “tap” payments are used.

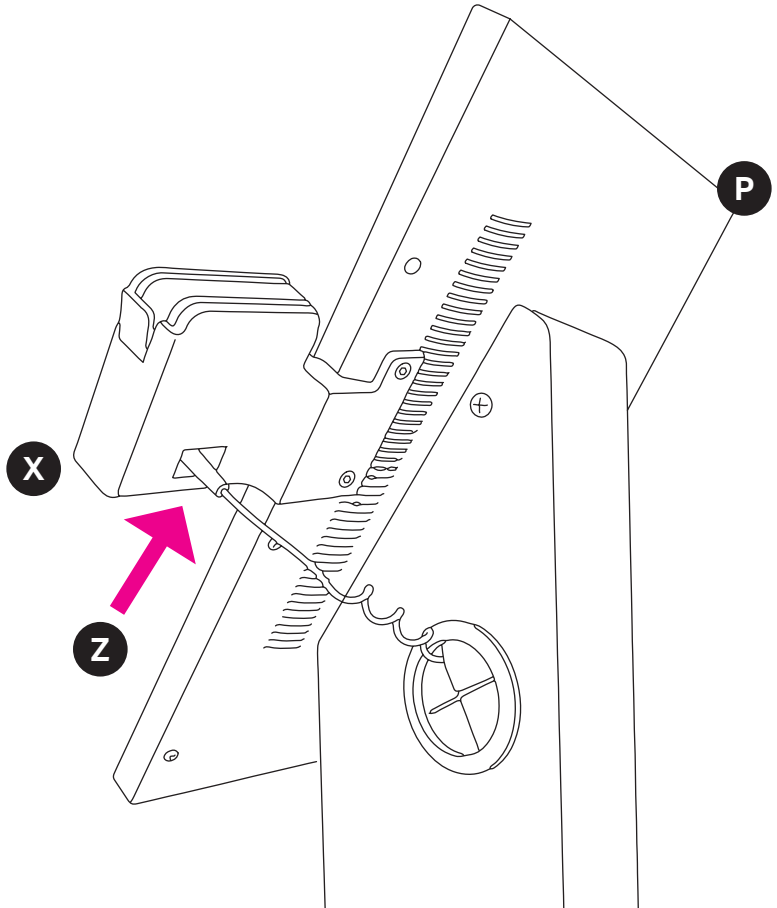


3. **Mount the reader:** Use the Allen wrench (W) and the two screws to attach the Card Reader Cover (Y) to the right side of the Monitor (P).



4. **Connect the cable:** Plug the USB-C side of the Card Reader Power Cord (Z) (protruding from the right side of the stand) into the back of the Card Reader (X).

5. **Power on:** Plug the main Power Cord (S) into a wall outlet to turn on your kiosk.



Done? **Good job!**

Then proceed to the next step.

Step 4

Complete your equipment activation and training

Congratulations, your hardware is set up and ready for activation!

Call us at +1 (877) 648-0902