

KUARIO Kiosk - Post Office Installation Installation Manual - EN

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**Uitgever** *KUARIO B.V.* 

**Productie** *KUARIO B.V.* 

# Inhoudsopgave

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## Introduction

## Introduction

KUARIO Kiosk - Post Office is a KUARIO Kiosk version that is tailored for a post office environment. This manual will guide you trough the process of installing the KUARIO Kiosk hardware and software. It will also help you to configure the software once it has been installed.

We strive to make sure you will be able to leave a fully functional installation of KUARIO Kiosk behind.

The KUARIO team

## Installation

## Installation - Hardware

#### Prerequisites:

- Power outlet for MFP.
- Network Outlet for MFP
- Power Outlet for KUARIO Kiosk Pillar
- Network Outlet for KUARIO Kiosk Pillar

### ▶ ♥ Hardware Installation:

- 1. Place the MFP.
- 2. Make sure it has power and network connected.
- 3. Place the KUARIO Kiosk Pillar. The Pillar should be placed near the MFP, preferably right next to it as the user needs to interface with both devices.
- 4. Make sure it has power and network connected.



## Manual KUARIO Manager

## Create site/retailer

To sell a product using KUARIO you must have a KUARIO Outlet, a KUARIO Outlet must be located at a KUARIO Site. So, to start out with the KUARIO platform we must first create or have a site. Among other things a Site has a language, currency, VAT and a time zone.

- 1. Go to <u>https://manager.kuario.com/</u> and log in.
- 2. A Site is always a child of another site. Open the site tree by clicking on the site name in the upper right corner. You should see the sites that are available to you in a tree structure. (see Figure 1)



Figure 1

- 3. In this manual we will use the site 'Beispielseite KUARIO KIOSK' as our 'base' or 'parent' site, the site that is the root sites of all the other sites in our organization. The site 'Beispielseite KUARIO KIOSK' has a green tick on the right, indicating that it is the selected Site.
- 4. We are now going to create a (child) Site under our parent site. Making sure that the parent site is selected, click on the cog wheel on the left side of the site name. (see Figure 2).

			Beispielseite KUARIO KIOSK	-
	ά			
			🔯 Beispielseite KUARIO KIOSK 🛛 🗸	
🗹 Stelle Eins	stellunge	an		
+ Neue Stel	le hinzuf	fügen		
盲 Seite lõsc	hen		17:	

- 5. You will now see 3 options (update site, create new site and delete site). Click on 'create new site'.
- 6. You are now given 4 options ('Organisational', 'Operator without payout', 'Operator with payout' and 'Cancel'). We are going to create a Organisational, so choose Organisational. (see Figure 3)

+	Neue Stelle hinzufügen								
	Weitere Sprachen ゝ <u>Manager</u>	ment							
	Einladungen an neue Benutzer senden		९ Suche	en					
	@ E-Mail.zum Hinzufügen demo@kuario.com 1			\$		+		ÌGEN	
		Zugang für Manager	Service-App	3	Website- Verwaltung	Erstellen.	Lesen Sie	Bearbeiten	Löschen
	demo@kuario.com								
				© ABB	RECHEN	€Z	URŬCK	✓ SPI	



- 7. Now we must enter the detail information of the a new (Organisational) Site. At the top, you will see under which site this site will be created (the name of the parent site).
  - a. Name the site
  - b. Select the currency.
  - c. Enter the VAT if applicable,
  - d. Select the time zone
  - e. Select the default language.
- The values chosen in this example are: 'Test Site 1', 'Swiss franc', '0%', 'Europe/Amsterdam' and 'German'.
- 8. Click continue at the bottom (green button). (see Figure 4)

+	Ne	ue Stelle hinzufüger	n	
	Inf	o <b>&gt;</b> Weitere Sprachen	> Management	
			New site under site	
			Beispeilseite KUARIO Kiosk	
	·	Name Umgebung <b>Test Site 1</b> Bitte fullen Sie dieses Feld aus		8
		Währung auswählen Swiss franc		÷
	%	Mwst 0%		↓ MANAGE VATS
	0	Zeitzone auswählen Europe/Amsterdam		•
	88	Sprache auswählen German		*
	Ē	Separaten verknüpften ID-Bereich erstelle	en	i 🗌
Figure	94			

- 9. On the next screen, select the languages you want to have available on the devices that will be linked to this site later
- 10. Click continue at the bottom (the green button). (see Figure 5)

+	Net	ue Stelle hinzufügen	
	•••	• Weitere Sprachen > Management	
		Dutch (Netherlands)	3
		English (United Kingdom)	7
		Catalan 🏠	3
	$\checkmark$	German 🔶	7
		Spanish 🗘	3
		Basque	3
		French	?
		Hungarian 🏠	3
		italian 🏠	7
		Polish	7
		Portuguese	2
		Swedish	7
		Chinese (S)	3
		Chinese (T)	3
		Papiamento	3
		ØABBRECHEN + ZURÜCK WEITER -	÷

#### Figure 5

- 11. Finally we will add users by adding an e-mail address and clicking the 'add' button.
- 12. Optionally you can now add the more privileges for the user(s) you have added. Add a privilege by clicking on the appropriate box. The box will turn blue and will have a tick. Make sure to have at least one user with Site manager rights. When the users and their privileges have been added, click save (the green button). (see Figure 6)

+	Ne	ue Stelle hinzufüger	ı										
		. Weitere Sprachen 🦒 <u>P</u>	Managen	nent									
		Einladungen an neue Benutzer senden			Q	Sucher				2			
	@	E-Mailzum Hinzufügen 1 demo@kuario.com 1					8		+		IGEN		
				Zugang für Manager		Service-App	3	Website- Verwaltung	Erstellen.	Lesen Sie	Bearbeiten	Löschen	
		demo@kuario.com			[								
							© ABB	RECHEN	<b>€</b> 2	URŬCK	✓ SP	4 EICHERN	

- 13. The Site has now been added!
- 14. Check this by clicking on the Site tree again in the upper right corner. (step 2).

### **Edit Site**

- 1. Open the site tree by clicking on the site name in the upper right corner.
- 2. Go to the site that you need to edit and click on Site Settings on the left menu bar. (see Figure 7)

			Ŷ	Beispielseite KUARIO Kiosk	8
	Q Suche	n	1		
	2		Beispielseite KUARIO Kiosk		<b>^</b>
ľ	Stelle Einstellungen				
+	Neue Stelle hinzufüg	jen			
	Seite löschen	- 30 100 11			

Figure 7

3. You will see the screen where you can change the site's basics, below which is the name, VAT rate, time zone and default language.

(see Figure 8	3)
---------------	----

e		Websit	te-Informationen	
ſ	Website-Informatio_ >		Name Umgebung Test Site 1	
1	Sprachen >		Bitte fullen Sie dieses Feld aus	
	Zugang für Manager >	~ %	Must	MANAGE VAT
	Profil der Website >		Zeitzone auswählen	
		G	Europe/Amsterdam	
			Sprache auswählen	
		610	German	
		B	Linkedid scope	Inepro Switzerlar



4. You can also change the languages by clicking on languages on the left, you will see the screen with all kinds of languages, click on the languages you want and then click on save on the bottom right (the green button). (see Figure 9).

Stel	lle Einstellur	nger	ו		
Stelle		5	Sprache	n	
i	Website-Information			Dutch (Netherlands)	☆
	Sprachen	>		English (United Kingdom)	☆
424	Zugang für Manager	>		Catalan	☆
25	Profil der Website	› (		German	*
				Spanish	☆
				Basque	☆
				French	☆
				Hungarian	☆
				Italian	☆
				Polish	☆
				Portuguese	☆
				Swedish	☆
				Chinese (S)	☆
				Chinese (T)	☆
				Papiamento	☆
					SPEICHERN

#### Figure 9

5. You can also edit and add managers once you are done, you can click save at the bottom right. (see Figure 10)

Stelle			Zugan	g für Manager								
i	Website-Information	>		Einladungen an neue Benutzer senden		Q	Suchen					
00	Sprachen	>	_									
	Zugang für Manager	>	@						+)	IINZUF	ŪGEN	
E	Profil der Website	>						Website- Verwaltung	Erstellen.		Bearbeiten	Löschen
					Zugang für	Manager	Service- App	Web: Verw		Lesen Sie	Bea	Lös
				j.schouten@inepro.com		Ì						
			Ø	demo@kuario.com								
											a spek	CHERN



6. You can also customise its profile, in it you can add a photo, website, email and phone number. (see Figure 11 and Figure 12)

Stelle	24		Website	e-Informationen		
i	Website-Informatio.		٠	Name Umgebung Test Site 1		٥
	Sprachen Zugang für Manager			Bitte füllen Sie dieses Feld aus Mast		
			%	0%		MANAGE VATS
Ø	Profil der Website		0	Zeitzone auswählen Europe/Amsterdam		•
			80	Sprache auswählen German		•
			B	Linkedid scope		Inepro Switzerland
Figure	11					
MEHR 🗸						Test Site 1
Ste	elle Einstellungen					
Stelle	, р	Profil der Website				
i		🗈 🛛 Das Ho	chladen voi	n Website-Bildern kann wie folgt erfolgen		
110	Sprachen >  Zugang für Manager >					
	Profil der Website			CHANGE SITE PICTURE		
		Code der # 37E4BB				
		Website				
		Www.ir E-Mail	epro.com		8	
		@ demog	ptest.com		8	

SPEICH

## Add an Outlet

1. Go to facilities. (see Fig	jure 13)		
Home			
Geràte	Berichte	Mitgliedschaften	Disputes
Artikel	Vorlagen	Preislinien	Übersicht
Support			
Benutzer	Terminals		
Figure 13			

2. Click on create outlet. (see Figure 14)

Outlets 🕫		
+ HINZUFÜGEN	Q. Suchen	4
Filters		
Zustand des Outlet		
Outlet-Typen		
Nur Mitgliedschaft		
Terminals		
Online-Zustand	Keine Ergebnisse gefunden	
Letzte Bestellzeit	Klicken Sie auf Hinzufügen, um zu erstellen.	

3. Accept the condition and click on continue (the green button). (see Figure 15)

Warnung			
	neue Verkaufsstelle einzurichten. Damit bestätigen Sie, dass Sie damit einvers es jetzt an der Zeit, damit aufzuhören Klicken Sie hier, um die Allgemeinen Ge		n dies
E Ich habe di	ie Allgemeinen Geschäftsbedingungen gelesen und akzeptiere sie.		
Referenz d			
🗎 🛛 Anzahl der	Monate, die im Voraus abgerechnet werden	1	0
	ABBRECHEN	WEITER	



4. Name your outlet and select what you want to add, then click continue (the green button) at the bottom right. (see Figure 16)



Figure 16



5. Give the devices a MAC-Adress and a name and click continue (the green button) at the bottom right. (see Figure 17)

🗸 Info	> <u>Terminals</u> > Extra		
		Testing Outlet	
🗹 Bestell	Terminal		
	Terminaldresse MAC:Adresse:wird:hier:angezeigt		8
	Terminalname Hier kommt der Gerätename		8
🗸 pavme	nt-terminal		
	Adresse Zahlungsterminal		
I	MAC:Adresse:wird:hier:angezeigt Name:Zahlungsterminal		8
	Hier kommt der Gerätename		9
Figure 17			

6. Complete your preferences and once you are done, click save at the bottom right (the green button). (see Figure 18)

Aktuelle Vorlage Vorlage für dieses Gerä ^ Products			Aktuelle Preise verwenden Preistinie für dieses Gerät auswählen.      *      ^ Prices	
			ISO	M ANSI
Papierformat	Funktion	Farbe	Artikelname	Artikelpreis
A3	Print		print A3 page	0,00
		BW	print A3 side bw	0,02
		Color	print A3 side color	0,01
	Сору		copy A3 page	0.00
		BW	copy A3 side bw	0.01
		Color	copy A3 side color	0.04
	Scan	BW	scan A3 side bw	0.01
		Color	scan A3 side color	0,01
	Fax	B₩	fax Ag side bw	<del>0,00</del>
		Color	fax Ag side color	0.00

KUARIO.com