



Setting Up Equipment in Sitoo




Follow this guide to connect the receipt printer, chip reader, and scanner through the Sitoo app.


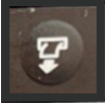


- Open the Sitoo app and sign in with your PIN
- IF the app is asking you to activate it
 - contact the IT Helpdesk at (888) 397-0150.

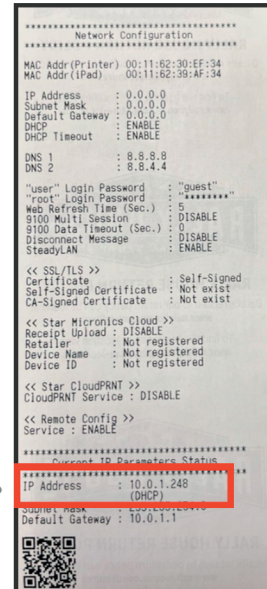
RECEIPT PRINTER SET UP:

1 Start with connecting the receipt printer in Sitoo. 

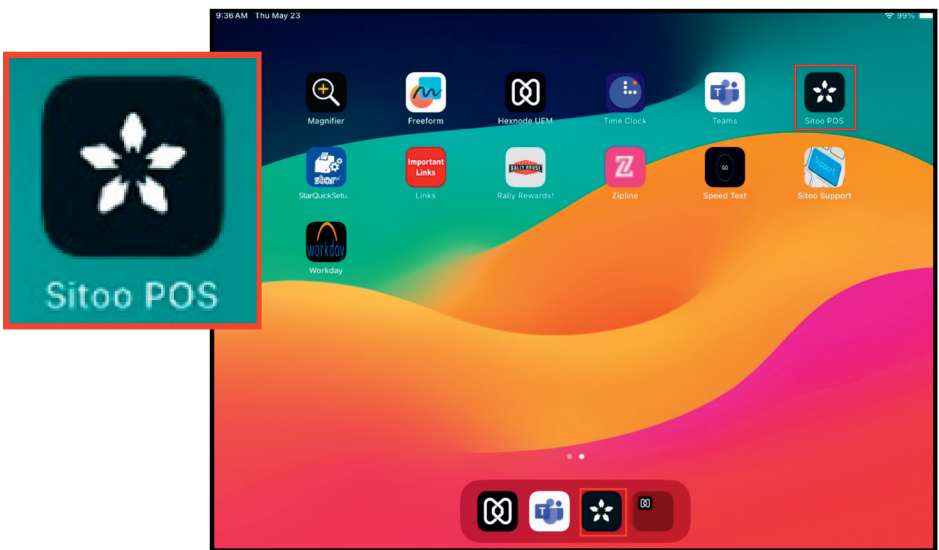
Follow the instructions to **find** the IP address for the receipt printer:

- A** **Power off** the printer.
- B** With the printer turned off, **hold** the feed button on the printer.  
- C** Keep holding the feed button and **power** the printer back on.
- D** Keep holding the feed button until a report **prints**. Then let go of the feed button.
- E** The printed report has 3 sections:
 1. General information
 2. Bluetooth configuration
 3. Network configuration

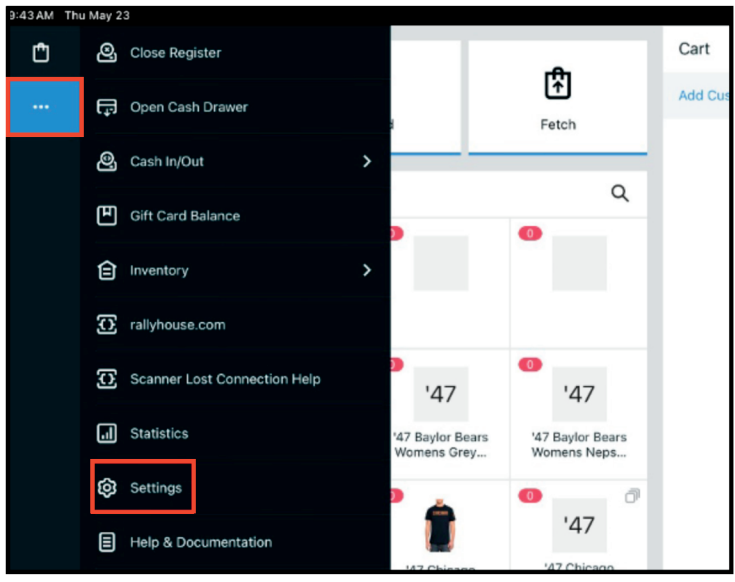
- F** You will **find the IP address** at the bottom of the Network Configuration section.
 - **You will need this** to set up the printer in Sitoo.



2 Tap to open Sitoo on your iPad and login using your Sitoo PIN.



3 In Sitoo, tap the 3 dots in the top left corner and choose Settings from the drop-down menu.



4 In the Settings menu:

A

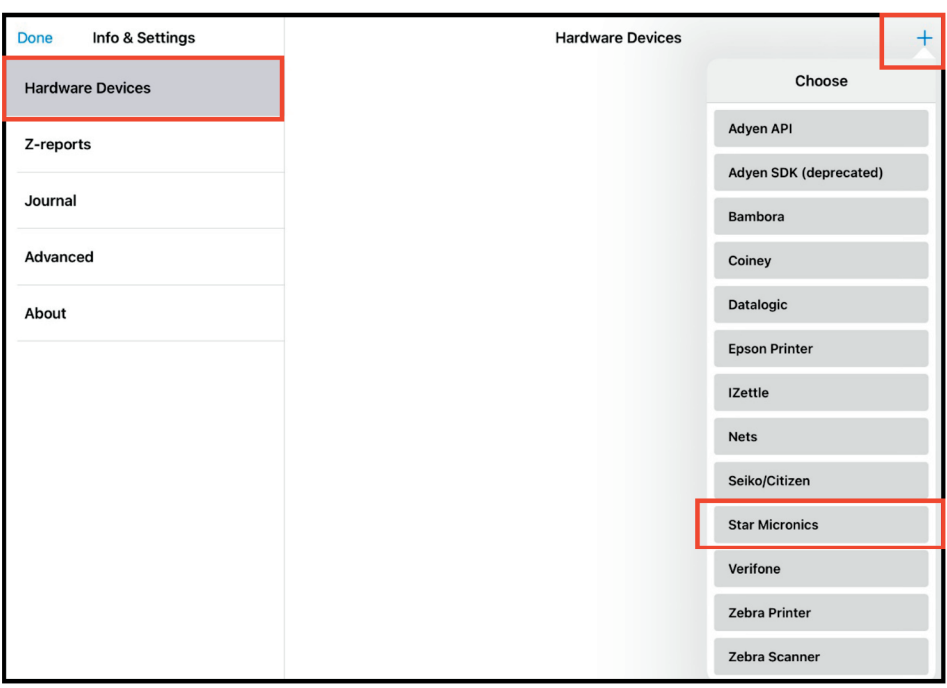
Choose Hardware Devices.

B

Tap the plus sign in the top right.


C

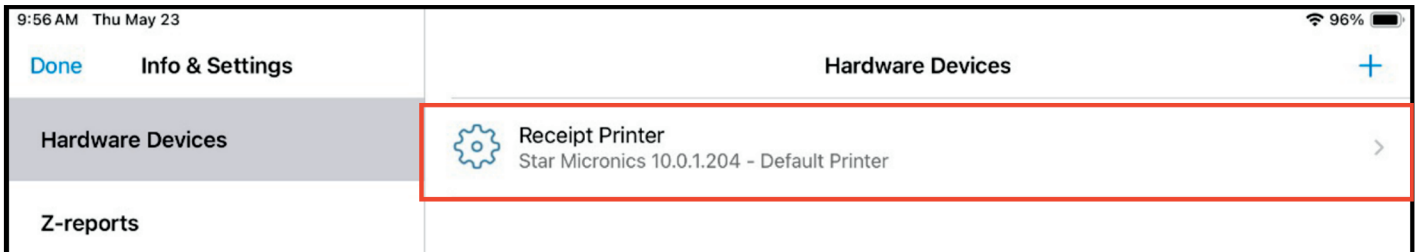
Choose Star Micronics from the drop down.




- 5** Enter the IP address for the receipt printer into the IP address field. **Toggle on** the slider for Default Printer. 



- 6** Tap Hardware Devices to return to the first screen. **Confirm** that you see the receipt printer as an added device in Sitoo. 



CHIP READER SET UP:

- 1** You will need to access to the P400 chip reader to find the IP address and serial number for the device so it can be added in Sitoo. 

A First, **Press 5**

B Second, **press the green button**

TIPS Press the keys one after the other for this step.



- 2** Device Info will display:
You will need the Serial Number and the IP address. >>



- 3** In Sitoo, go to Settings. >>

A Choose Hardware Devices.

B Tap the plus sign in the top right.

C Choose Adyen API



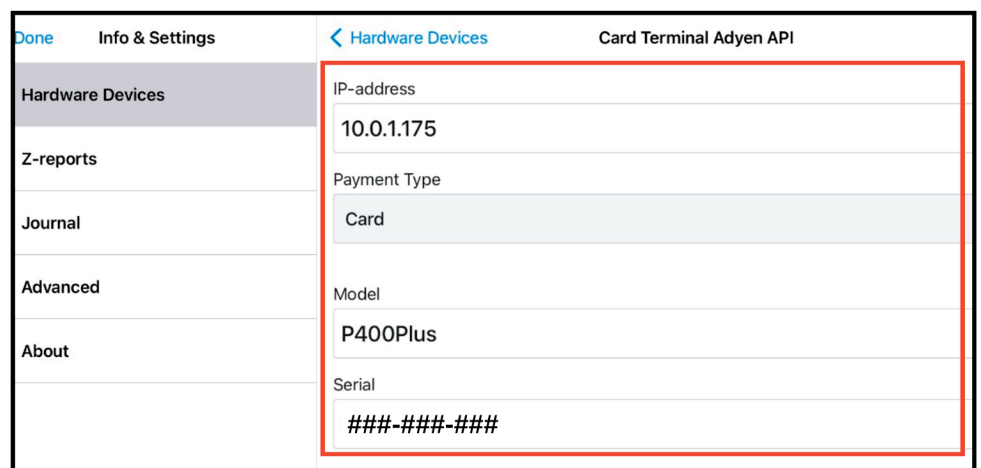
- 4** Enter information from the chip reader. >>

A IP address:
Enter IP address from chip reader.

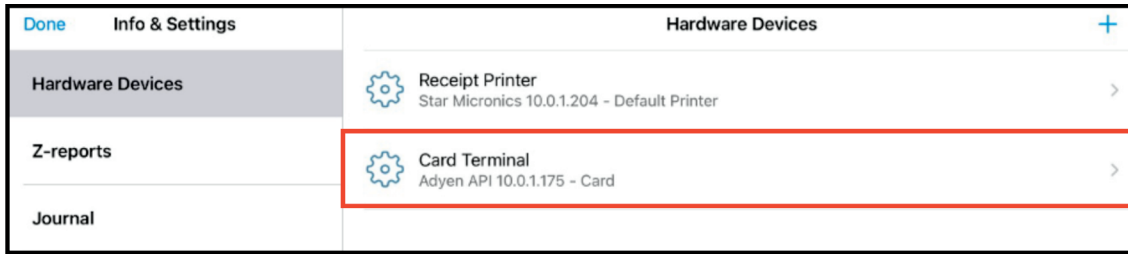
B Payment Type:
Choose Card

C Model:
Enter P400Plus


D Serial:
Enter Serial # from chip reader

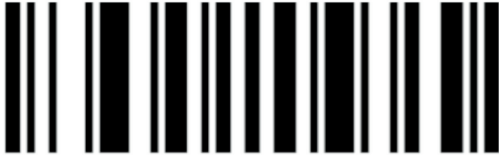


- 5** Tap Hardware Devices.
Confirm that you see the chip reader as an added device in Sitoo. 




ZEBRA HAND SCANNER SET UP:

- 1** Scan the barcode below to reset the scanner. 



- 2** Scan the barcode below to turn on pairing. 

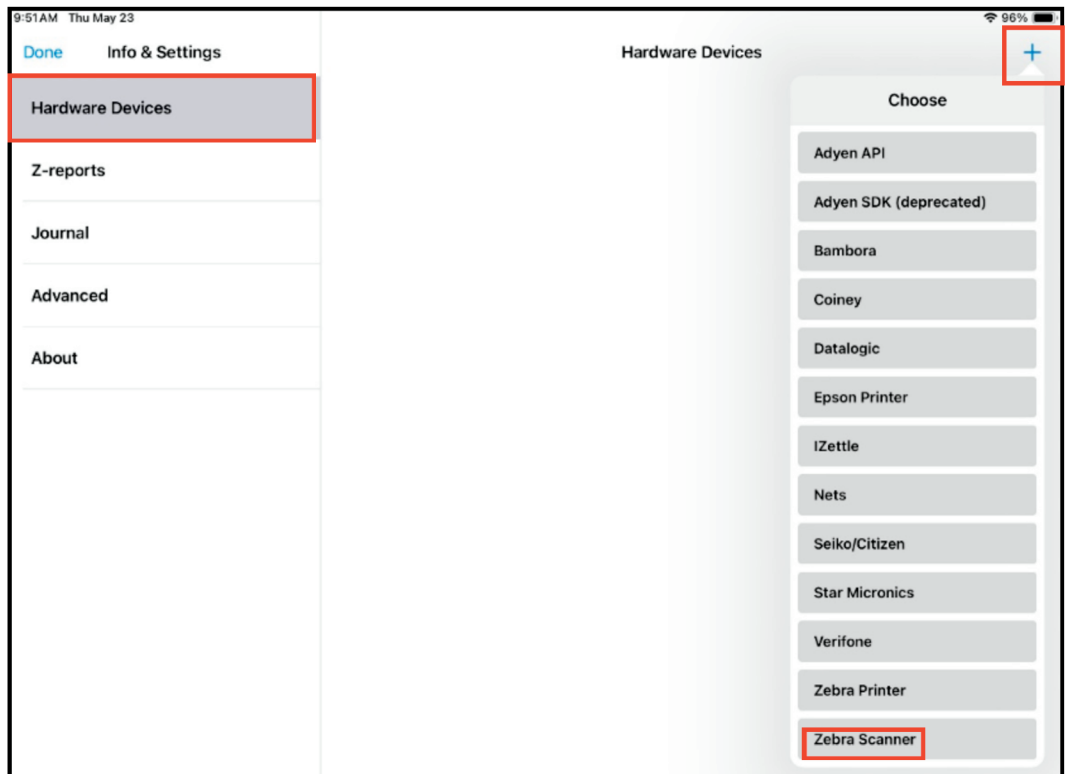


- 3** In Sitoo, go to Settings. 

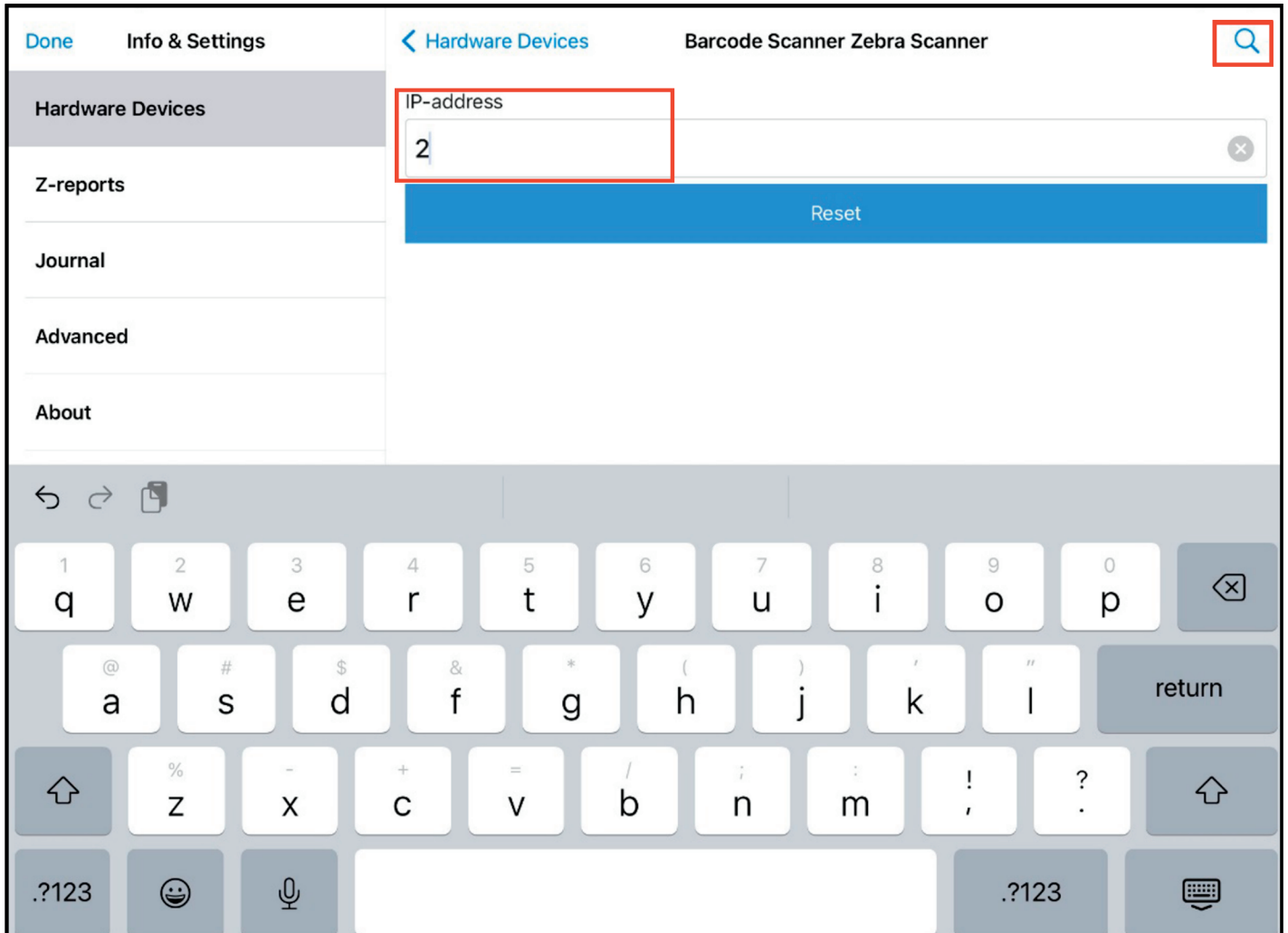
A Choose Hardware Devices.

B Tap the plus sign in the top right.

C Choose Zebra Scanner



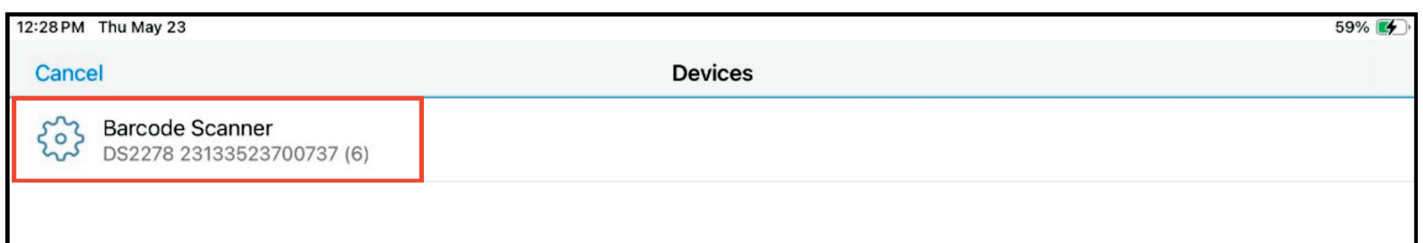
4 Enter the **number 2** in the IP-Address field and then **tap** the magnifying glass in the top right.




If Sitoo successfully notices the scanner you should see the serial number of the device under the Zebra scanner.

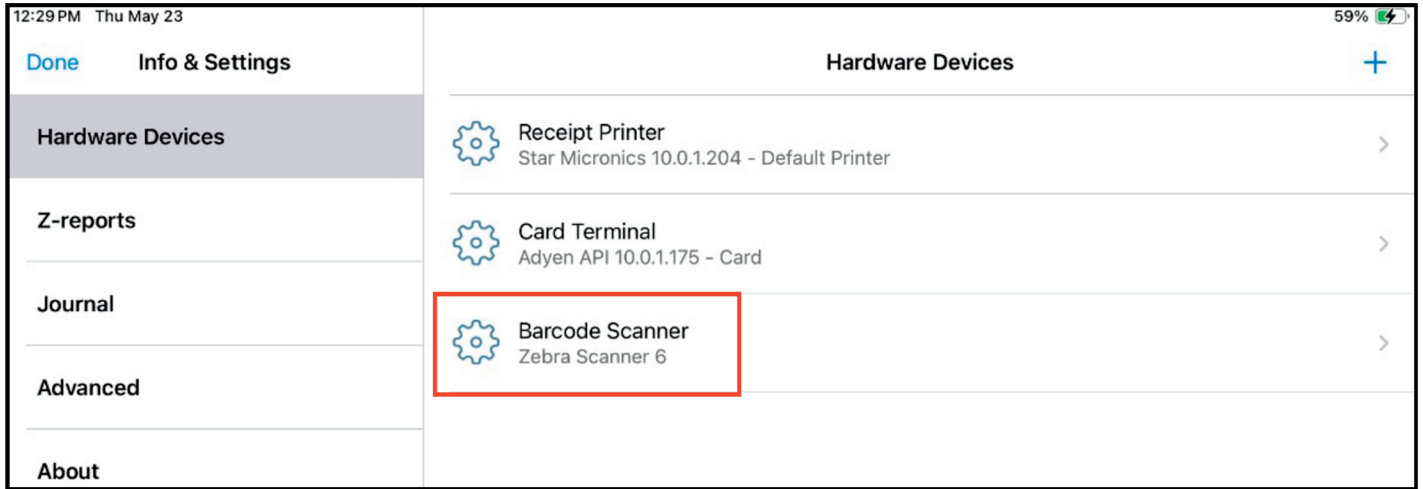
- If it says Null then you will need to try again. Sometimes you must try 4-5 times before the scanner will pair in Sitoo.
- If you have issues pairing the device, you can try to turn Bluetooth for the iPad off and then back on.
- If you are still having issues, please contact the IT hotline.


5 When your scanner appears in the search results **tap** where it says Barcode Scanner.



6 A Bluetooth dialogue should appear in the Sitoo POS asking you to **confirm** the Bluetooth pair.

- **Tap** Pair
- **Go** to Hardware Devices and you should see the scanner added as a device. 



 Once you have all 3 devices added you can do a test transaction to make sure the register is fully functional.