

SALES STATION PODIUM SETUP

I. LAPTOP SETUP



1. Place laptop on top shelf of podium



2. Plug in laptop power cable (White)



3. Plug in USB HUB (RED)

- Plug following items into USB HUB
- Printer (RED)
- Mouse (BROWN)
- Keyboard (Not Labeled)



4. Plug in Scanner (GREEN)

- Scanner should beep when it powers on



5. Plug in ethernet cable (GRAY)

- Sales Software will not function without ethernet cable connected

II. MONITOR SETUP



1. Place monitor on top shelf of podium



2. Monitor should be placed to side farthest from FREE PHOTO STATION and angled away from FREE PHOTO STATION

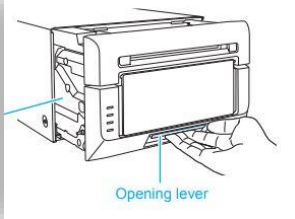


3. Plug in Monitor HDMI cable (BLUE)



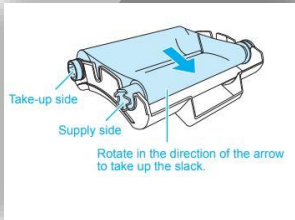
4. Plug in Monitor Power Cable

SALES STATION PODIUM SETUP



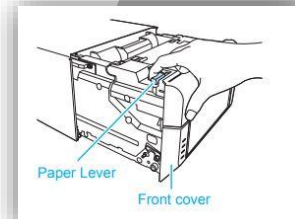
1. Open Printer

- Place printer on center of middle shelf of podium
- Plug in printer and power on (bottom right corner)
- Open front panel by pulling on front latch on the bottom front of printer



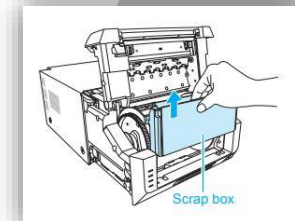
2. Installing Ink

- Remove ink ribbon tray from back of printer
- Insert ink ribbon tray. Be sure both spools are snapped into place. Ribbon should roll over the top.
- Slide loaded tray into printer using handle



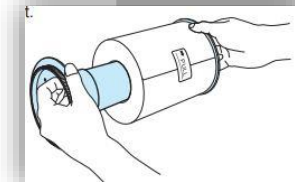
3.1 Installing Paper

- Push the blue, media release button on the left side of printer drawer. This will allow access to paper compartment



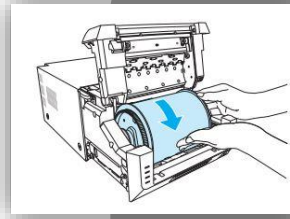
3.2 Installing Paper

- Remove the Scrap Box
- Pull straight up



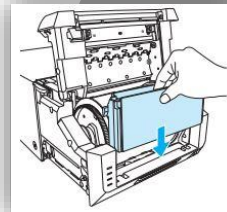
3.3 Installing Paper

- Insert new roll of media on black spools
- Make sure there is no space between paper and spool



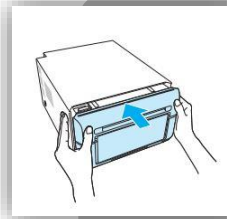
3.4. Installing Printer

- Paper should be rolled over the top with the end of the paper facing you
- Rotate the paper forwards until the printer beeps twice to confirm paper is properly loaded
- Printer MUST be ON when loading paper



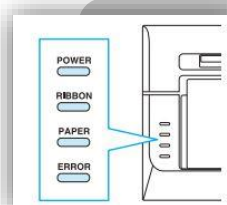
4. Replace Scrap Box

- Replace Scrap Box
- Do not operate printer without scrap box
- Be sure to dump scrap contents from scrap box before putting back on printer



5 Close Printer

- Close the paper compartment
- Full close the printer media drawer
- Printer will cycle through lights and printer 5 blank test prints
- Printer is ready when only GREEN power light is on



IMPORTANT PRINTER INFO

- Always change paper and ink at the same time
- Only use 4x6 paper and ink at Free Photo Station
- Only use 6x8 paper and ink at Sales Station
- If there is an issue with a box of media do not discard - contact PictureU technical Support for assistance
- Keep area around printer clear to allow air flow

PictureU Technical Support

855-719-8747

- Keep track of current inventory levels of media using media tracking sheets
- Contact PictureU when media supplies run low