

talech Terminal Quick Start Guide

Oct 25, 2024

Knowledge

Summary

Thank you for selecting talech Terminal as your new Point of Sale solution.



Look for an email from talech that says, 'Welcome to talech: Get Started Here!' with your talech login credentials.

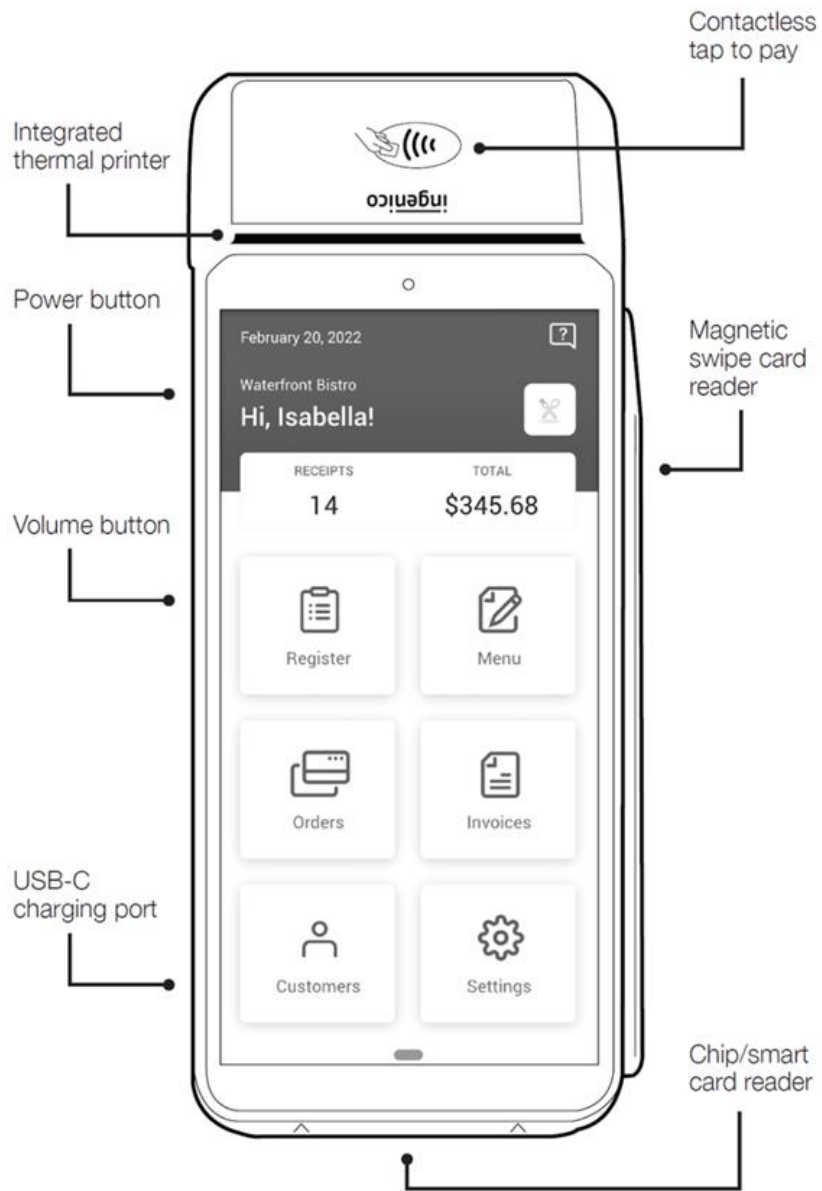
Steps

In this article

- Getting started
 - talech Terminal
 - Power on and connect to Wi-Fi
 - Sign in
 - Complete onboarding checklist
- Transactions basics
 - Run a transaction
 - Refund a transaction
 - Return an item from an order
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Getting started

talech Terminal



Power on and connect to Wi-Fi

1. Press the Power button to turn talech Terminal on. The talech Terminal app automatically launches.



2. After powering on, you are prompted to connect to Wi-Fi. Select **Wi-Fi** to select your network.
3. An **Input password** screen appears. Enter **350000** and select **OK**.
4. Select your Wi-Fi connection and enter your Wi-Fi password.
5. Select the **Wi-Fi/back button** to return to the talech Terminal app.
6. Select **Next**.



Note: To use the preinstalled SIM card instead of Wi-Fi, select **Continue with cellular data**. Using a SIM card is only an option if you ordered the Terminal with our SIM card. You cannot use your own SIM. When powered on, it will connect automatically. Refer to the [talech Terminal Troubleshooting](#) article for help help with SIM card issues.

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Sign in

Once connected to the internet, the Sign In screen appears.

1. Sign in with your talech credentials from your welcome email.
2. Once signed in, you are prompted to create a new password. Enter a new password and select **Next**.



3. After creating a password, you are prompted to create a PIN. Enter a 6-digit PIN and select **Next**.
4. Select the **Terms and Conditions** and **Privacy Policy** to read through each. When ready, select **Agree and Continue**.



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Complete onboarding checklist

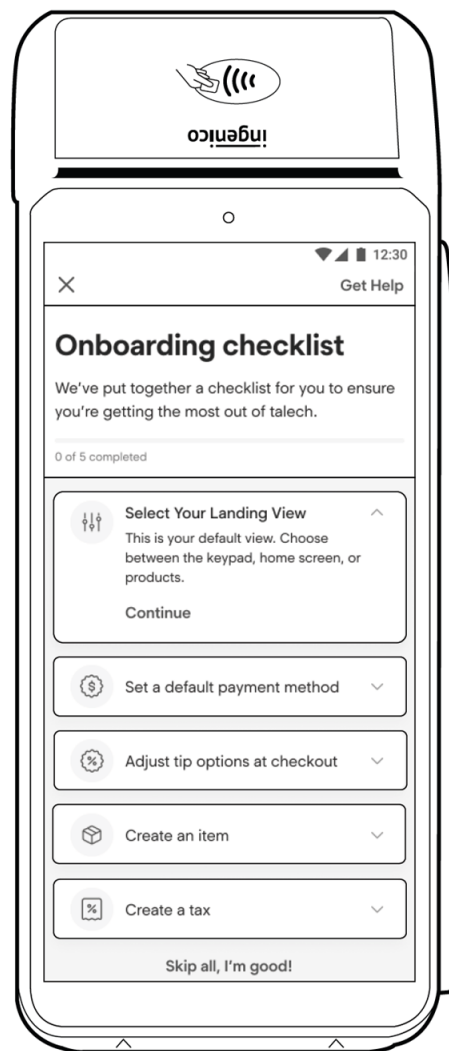
Next, an onboarding checklist appears to walk you through the settings of the talech Terminal app.

1. Select the chevron to the right of the setting to expand and view a description.
2. Select **Continue** to open the setting and choose a preference.

Once complete, talech Terminal is ready to use!

Note:

- Depending on what is selected for the Landing View, additional settings may be hidden (e.g., if **Keypad** is selected for Landing View, **Create an Item** and **Create a Tax** will be hidden).
- Selecting **Skip all, I'm good!** at the bottom will close the checklist. Each setting then needs to be accessed from the **Dashboard > Settings**.



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Transaction basics

Run a transaction

1. From the Dashboard, select **Register**.
2. Add an item to the cart via the menu or use the keypad to manually add an item price.
3. Select **Pay** at the bottom of the screen.
4. Select a payment method.
5. Select **Charge**.

Complete the payment based on the payment type selected.



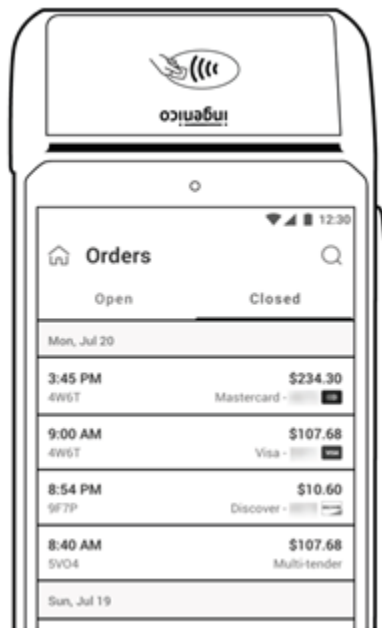
Add item via Menu
Select an item from the menu



Add item via Keypad
Manually key in an amount and select **Add**.

Refund a transaction

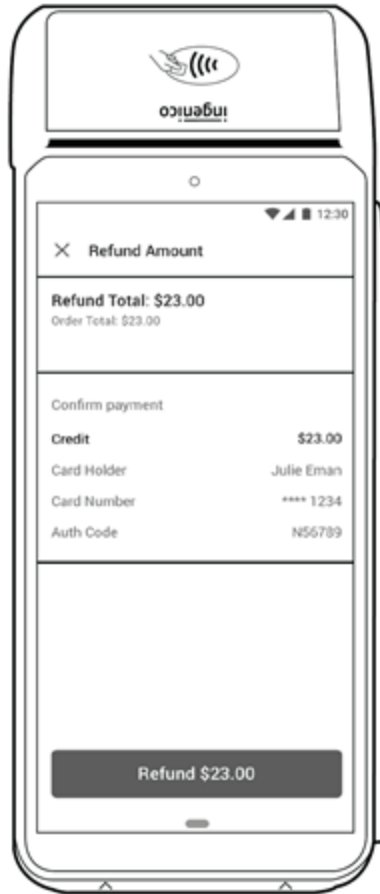
1. From the Dashboard, select **Orders**.
2. Select the **Closed** tab.



3. Select the order you want to refund.
4. Select **Refund** at the bottom of the screen.



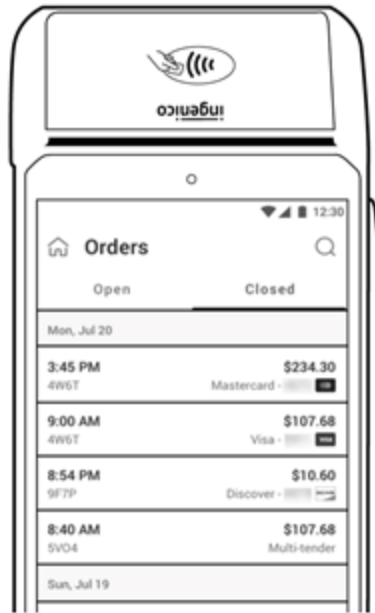
5. Select **Refund** again to complete the transaction.



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Return an item from an order

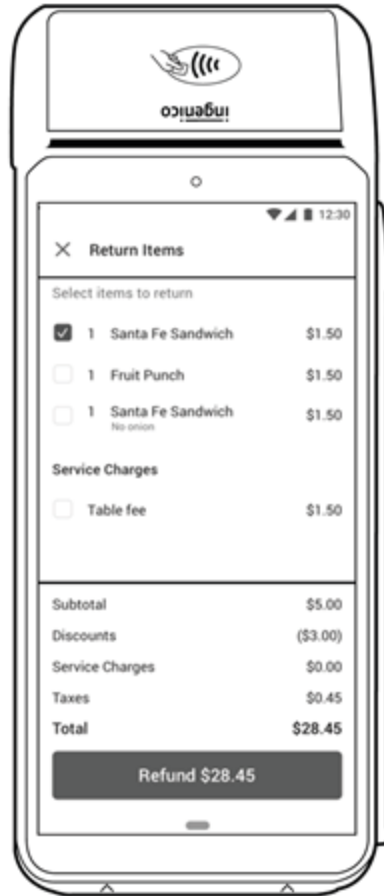
1. From the Dashboard, select **Orders**.
2. Select the **Closed** tab.



3. Select the order you want to return an item from.
4. Select **Return** at the bottom of the screen.



5. Put a checkmark next to the item(s) that need to be returned.
6. Select **Refund**.
7. Select **Refund** again to complete the transaction.



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Settings

Preferences

- **Landing View:** Choose the view you wish to see when you sign in.
- **Register View:** Choose whether you see your menu/catalog or keypad by default when selecting Register.

Connectivity

Change network/Wi-Fi settings. If prompted to input a password, enter **350000**.

Payments

- **Default Payment Type:** Set the default payment type.
- **Debit Type:** Select how debit card payments are processed.
- **Require Signature:** Set a signature requirement for all purchases or for purchases over a set amount.

Taxes

Create a tax to add to your products.

Service Charges

Create service charges to add to your order types.

Tips

Enable or disable tips or set suggested tip amounts or percentages.

Invoices

Set your default term, starting invoice number and select online and partial payment settings.

Notifications

Toggle email notifications on or off.



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Settings

- Preferences >
- Connectivity >
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