



KUARIO

KUARIO Kiosk - Post Office Installation

Installation Manual - EN

R 2



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Uitgever

KUARIO B.V.

Productie

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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 through 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

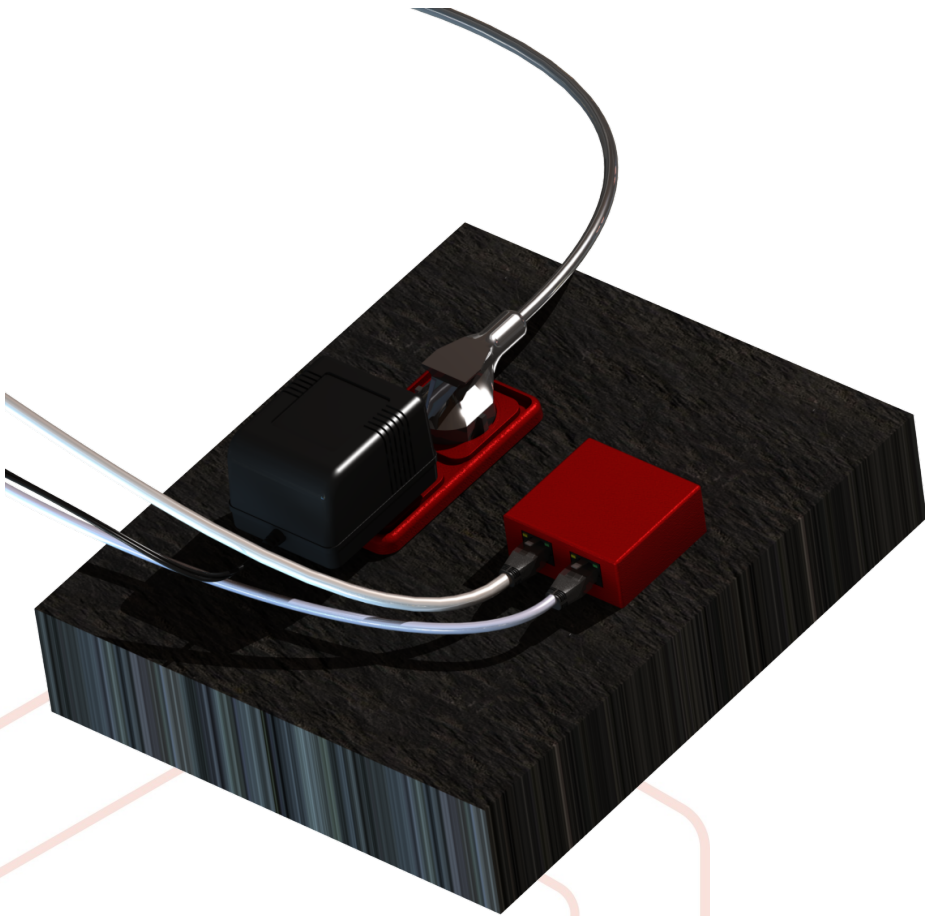
🎥 📦 Installation - Hardware

🎥 📋 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 <https://manager.kuario.com/> 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)

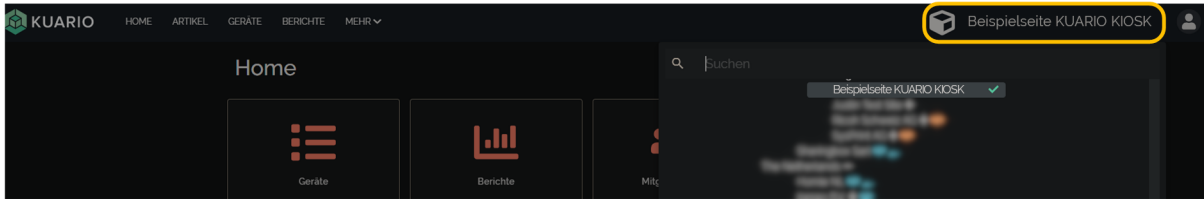


Figure 1

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).

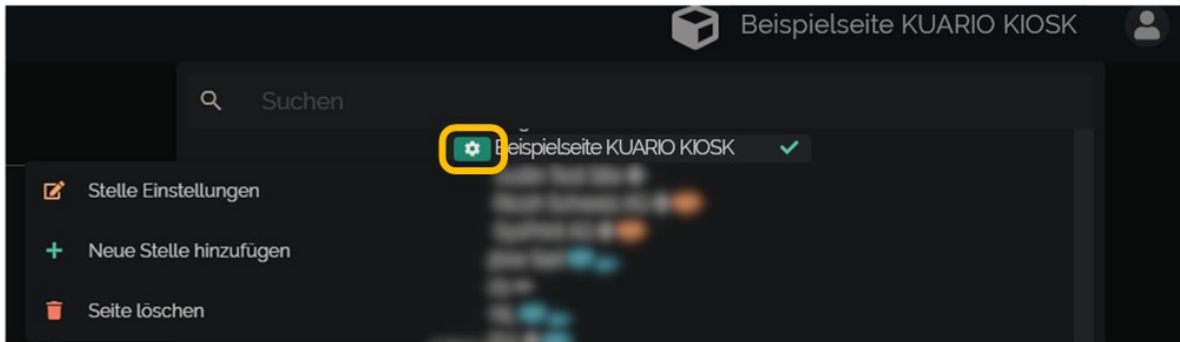


Figure 2

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)

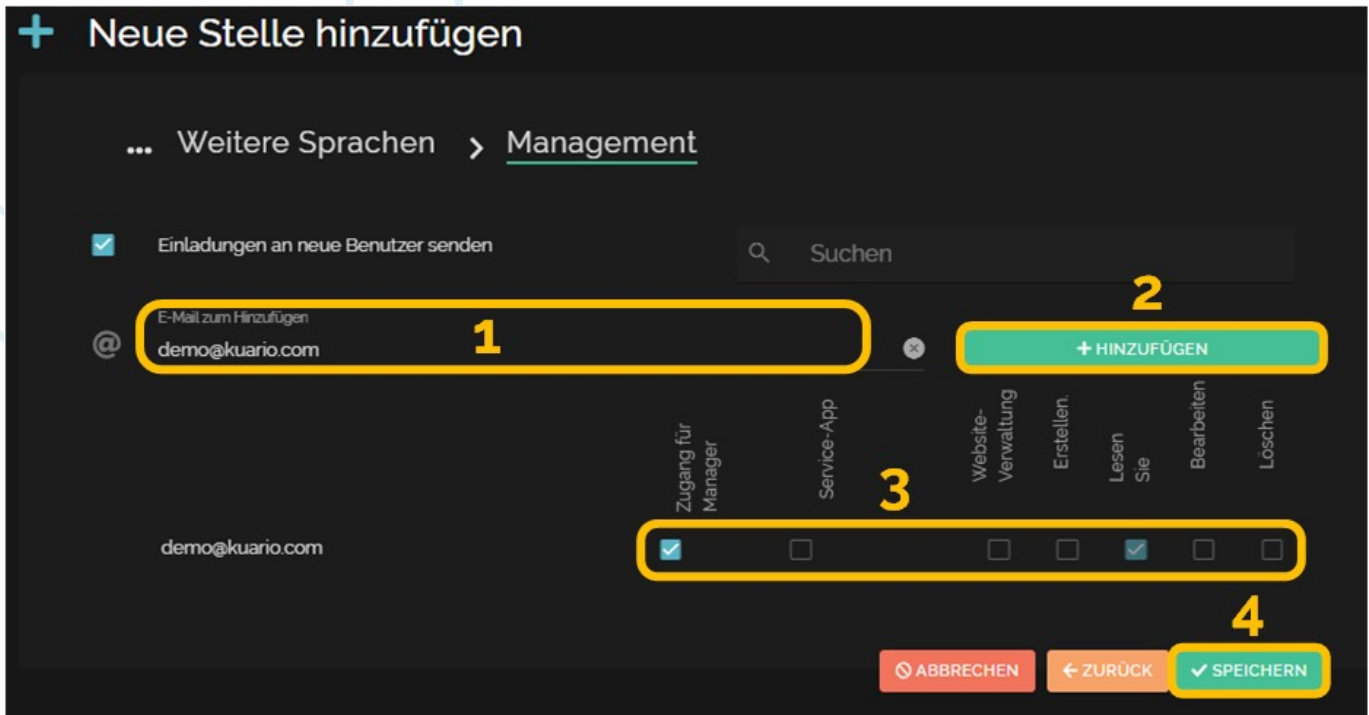


Figure 3

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)

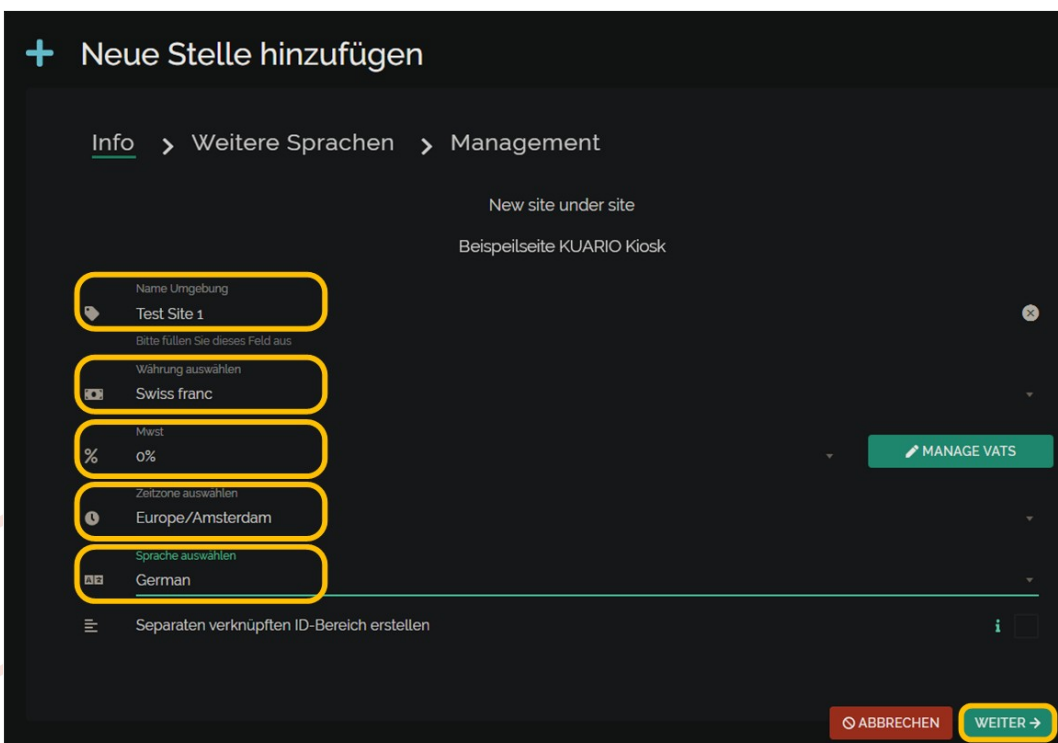


Figure 4

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)

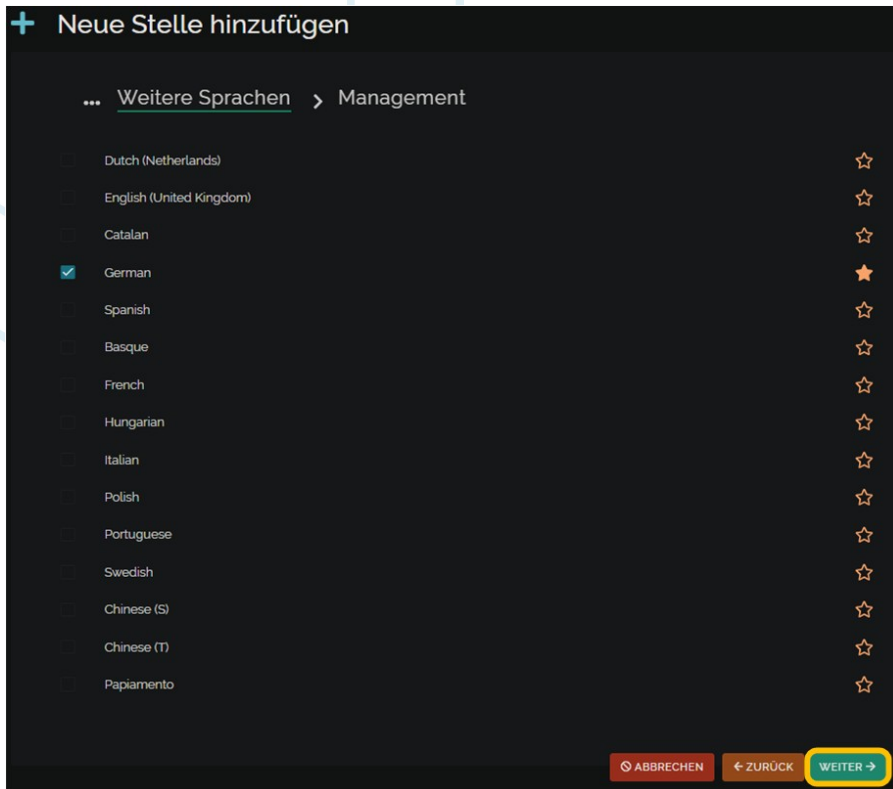


Figure 5

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)

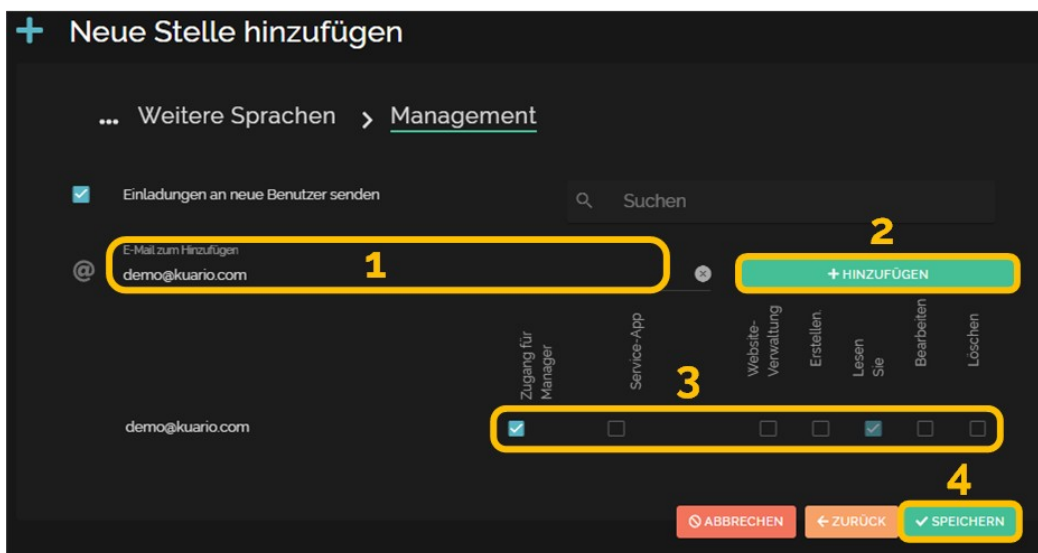


Figure 6

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)

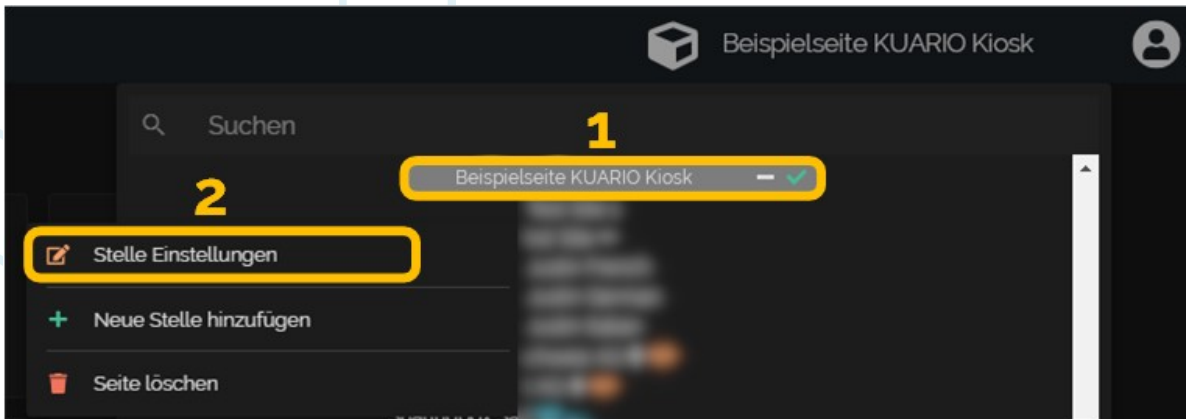


Figure 7

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)

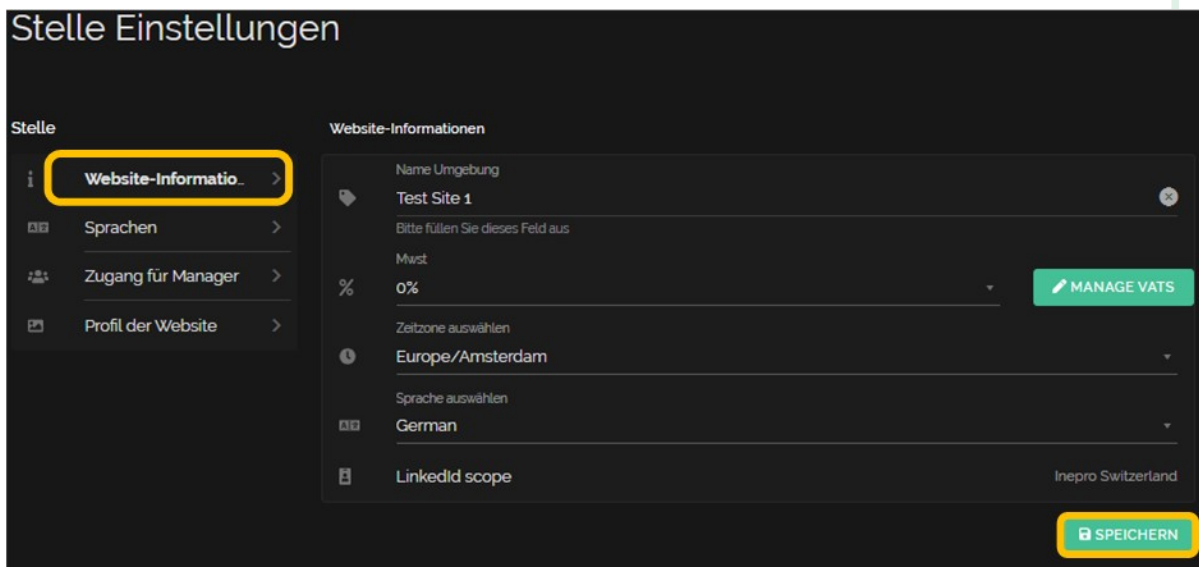


Figure 8

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).

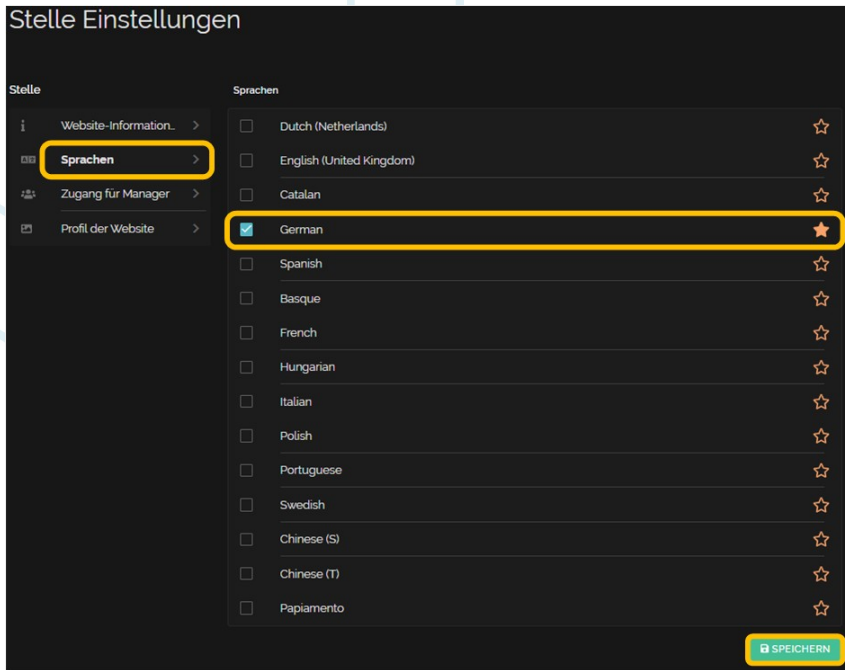


Figure 9

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

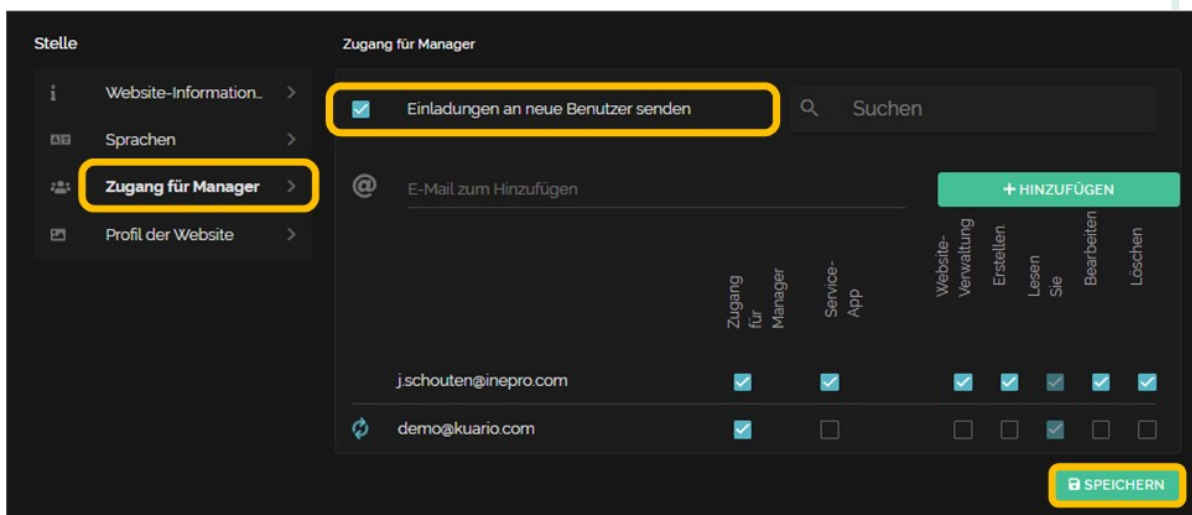


Figure 10

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)

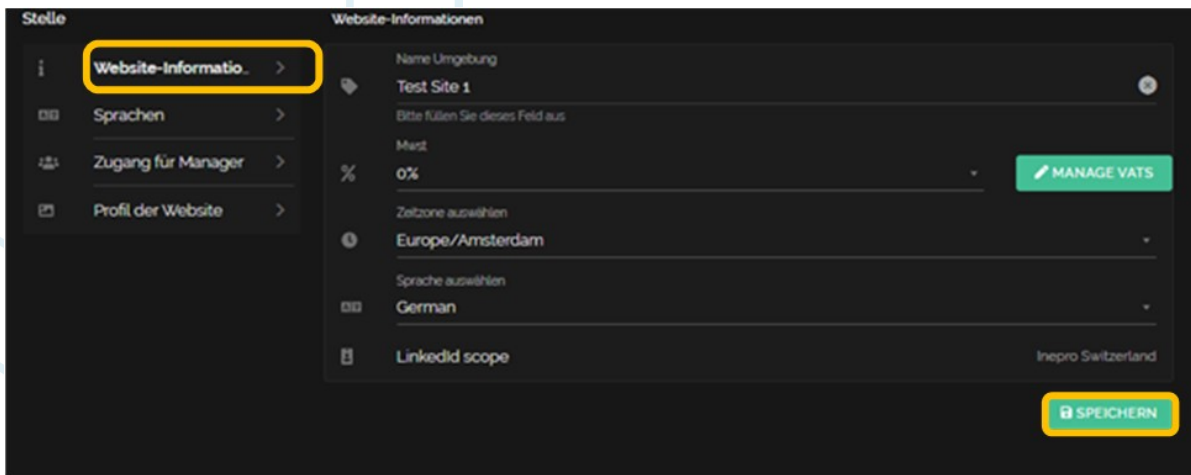


Figure 11

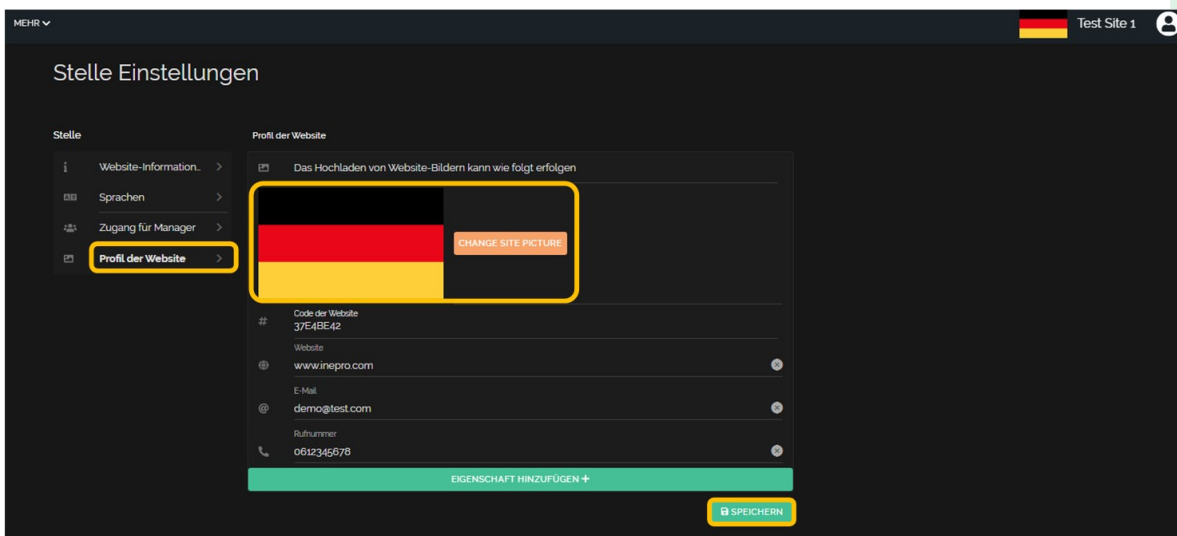


Figure 12

Add an Outlet

1. Go to facilities. (see Figure 13)

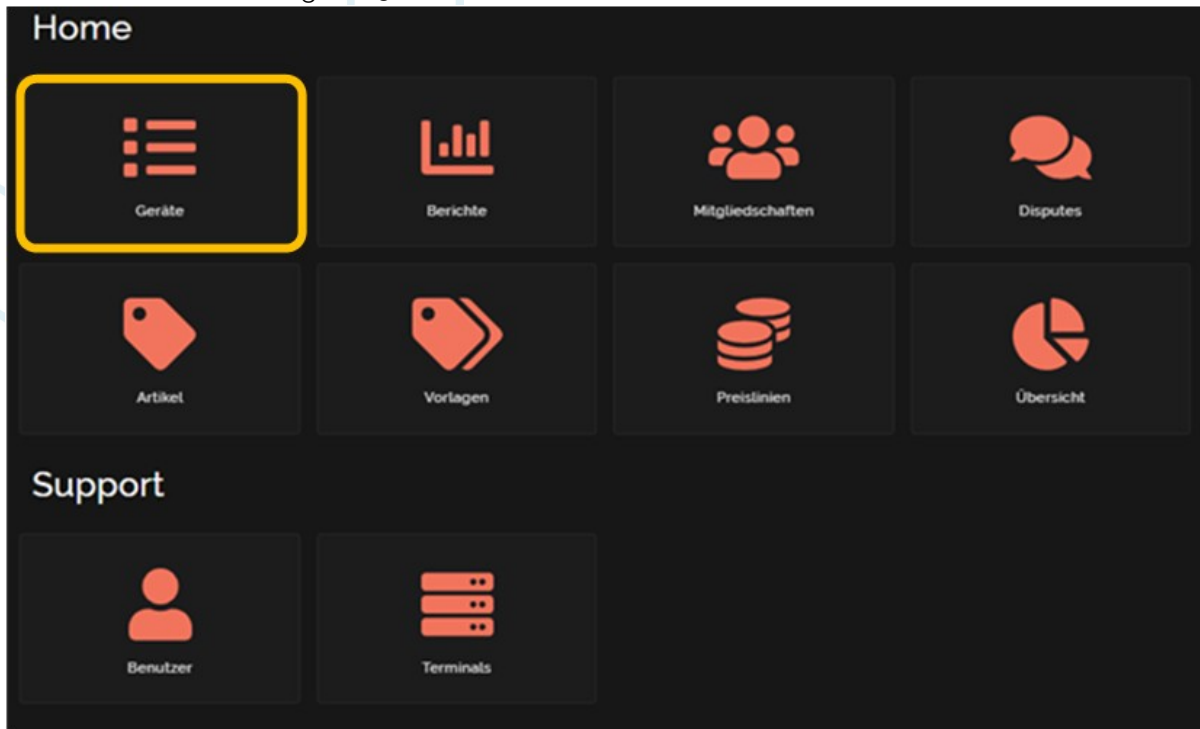


Figure 13

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

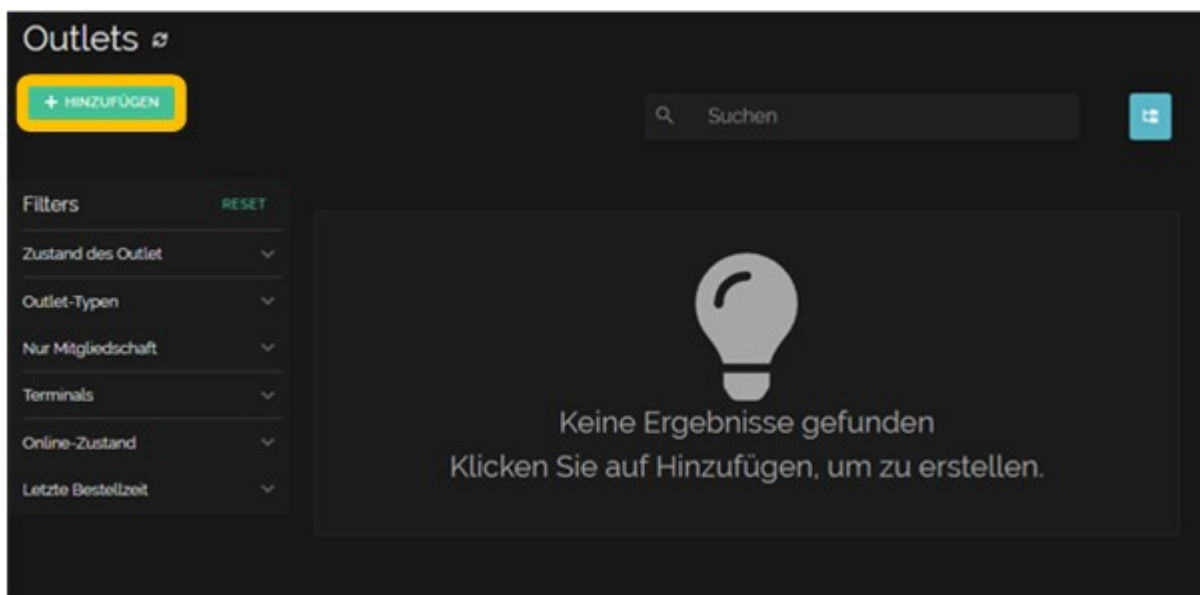


Figure 14

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

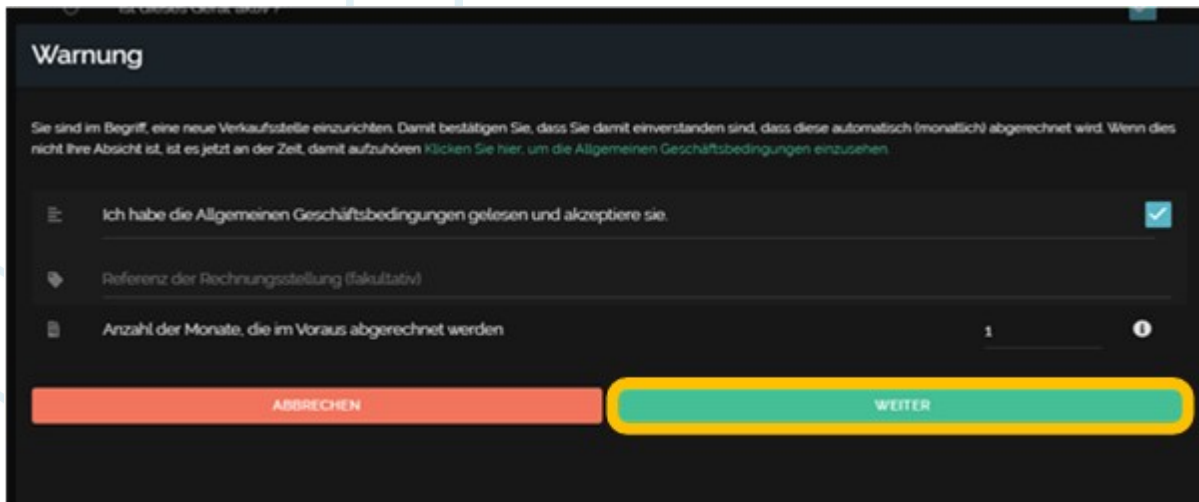


Figure 15

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

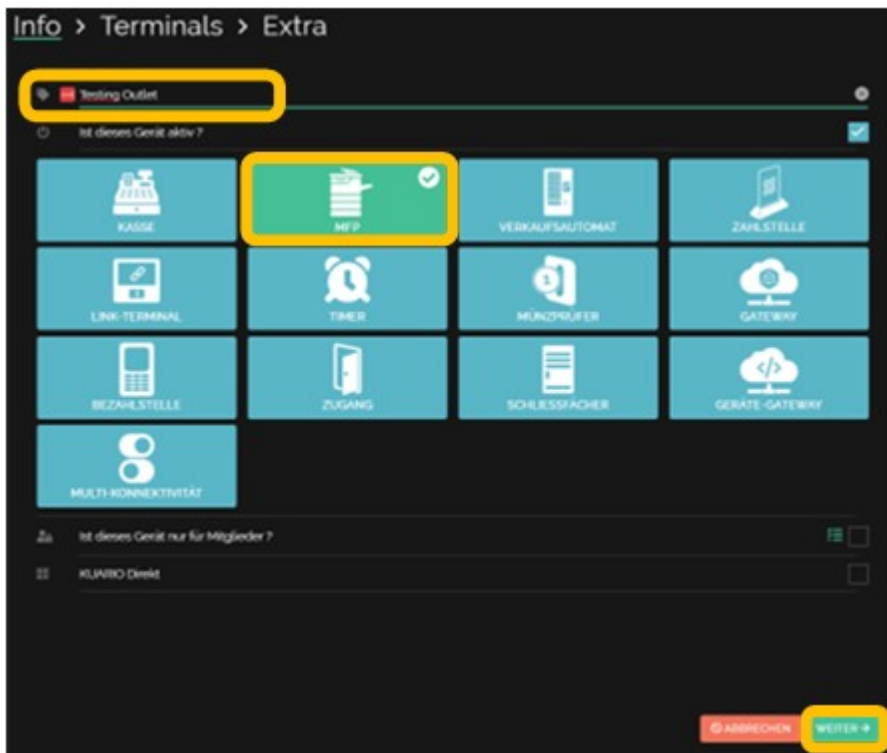


Figure 16

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

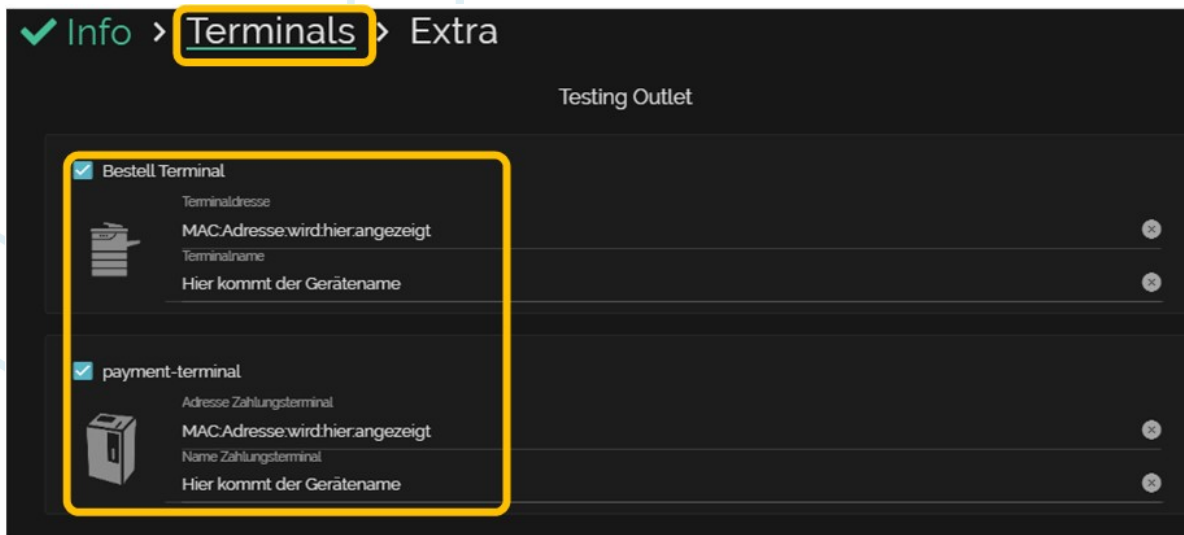


Figure 17

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

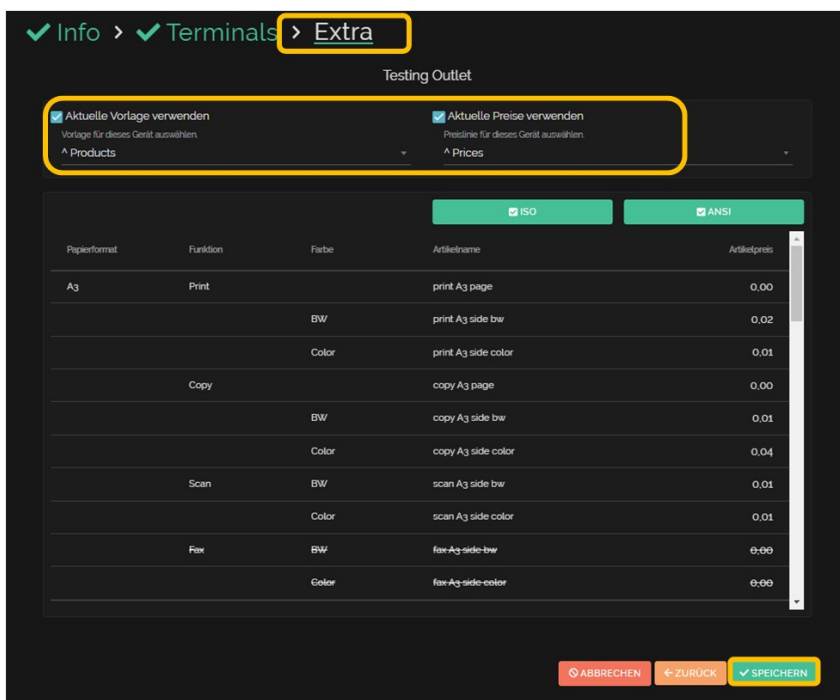


Figure 18

