

# **PROPORT QUICK START GUIDE** uncomplicating the complicated

The application is already loaded onto your ADT Proport. You will find your tablet and stand already assembled, router set up and ready to go inside the Archelon box.

## Plugging it all in



### Connect to your Wireless Network.

- · Go to SETTINGS > Wi-Fi.
- $\cdot$  Switch the toggle button to the "On" position.

• From the available selections on the right side of the display, choose your local wireless network. If the network is secure, enter the necessary password

### Securing Your Wireless Network.

- · Go to SETTINGS > Wi-Fi.
- $\cdot$  Switch the toggle button to the "On" position.

• From the available selections on the right side of the display, choose your local wireless network. If the network is secure, enter the necessary password

### Power Up (boot) for the first time.

• Device will automatically boot/start up once connected to power through the provided adapter/cord. (If device does not automatically boot, follow the steps below:

 $\cdot$  With the camera on top. The internal power button can be accessed with the included hex key (or similar object) through the small round hole on the bottom edge of the tablet.

### To Boot:

 $\cdot$  Press and hold the internal power button for 2-3 seconds until the Intel logo is displayed.

To Wake/Sleep (if the tablet is booted, but the screen has gone to sleep):

- · Typically occurs when not plugged in.
- $\cdot$  Press and release the internal power button. The screen will reactivate.

#### To Shutdown:

 $\cdot$  Press and hold the internal power button for 2-3 seconds until the power off options menu is displayed. Tap the desired option on the screen.





# Making retailcloud Yours

### Customize the Default Settings

- $\cdot$  Log in to retailcloud Application
- $\cdot$  Enter the credentials in the welcome letter email you received

· Set up Merchant Info by swiping from left to right across screen or tap the  $\blacksquare$  icon in the upper left hand corner, go to MERCHANT INFO and customize your information.



### Customization of Merchant Info

- $\cdot$  Change the default tax rate of 10%
- $\cdot$  Change your store name, hours, and register name
- · You have 3 default users, modify user names, passwords, and email addresses here
- $\cdot$  Press add cashier button to add additional users

### Payment Gateway Configuration

- · If you haven't already set up your gateway settings reference the Gateway Set up email for set up directions
- · If your gateway is already set up, you're ready to process payments.

### Deciding on Items

- $\cdot$  If all you want to do is track sales, you are ready to go using the General Item
- · If you want to track what and how much is sold, you will need to enter items by scanning or importing a file
- · If you want to track who you are selling to, you can manually create customers in each sale or import a file



From an Excel spreadsheet



Individually from the Management Portal (CAS)



From the Point of Sale



### Got a quick question?

 $\cdot$  We would love to talk to you on chat! Go to http://retailcloud.com and click on "Hi, Have a question?"