

Terminal Install Checklist

Customer:

Terminal:

Installer:

Date:

DO NOT WRITE DOWN STORE CREDENTIALS!!!!

Scheduled Time:	Start Time:	Time Completed:
Make:	Model:	Serial Number:

	System: Verify Operating System meets PCI requirements!!!
	Equipment Info: Get make, model, serial numbers for Terminal, Printer, display, scanner and cash drawers
	Windows Updates: Settings - Windows Update - Install Microsoft updates. Enable automatic updates. Adjust business hours accordingly if applicable for updates download
	Date and Time: Set correct time/time zone with daylight savings time (if applicable). Select Internet Time tab- uncheck 'Automatically synchronize time with Internet Time Server'
	Devices and Printers: Click "Add Printer", Select "Local Printer" using LPT1, for driver select Generic-> "Generic/Text only". Check "Keep Existing" (leave Generic/Text only name), don't test and click finish. Make sure Generic Text is the default printer
	Display: Windows 10 – Settings in the Start Menu, click System>Display>Advanced display settings and set the resolution to the highest available.

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	Internet Options: Install Google Chrome. Setup tonicpos.com as the home page for both. Pin Chrome to the taskbar
	Network & Sharing Center: select Connections, Properties and uncheck tcp/ ip version 6. Open up Properties, click configure, power management and uncheck Allow the Computer to Turn Off This Device To Save Power.
	Personalize: and set screensaver to "Photos" with 10 minutes as wait before screensaver shows. Uncheck 'On Resume, password...'
	Power Options: Change Plan Settings. "Put Comp to sleep" to Never. "Turn off display" to Never. "Dim the display" to Never. Change Advanced Power Settings - Turn Off Hard Disk After - Set to "O/ Never". Choose What Power Buttons Do Under Power Options – Uncheck "Sleep" and "Lock". Change the following: When I press the power button – "Shut down" When I press the sleep button – "Do nothing"
	Programs and Features: Disable or Remove any remote access software (i.e., VNC, LogMeIn, TeamViewer) as well as any anti-virus (i.e. Norton)
	System: For Computer name enter "(Store #)-TS1" example 0999-TS1 (0999 being the store number) Advanced Settings -Set to "Adjust for Best Performance". Advanced – Virtual Memory – Select "Custom Size" Initial size is the recommended provided, and the max is 2x's the recommended
	User Accounts: Delete all admin accounts except 1. Disable Guest Account. Select "Change user account control settings", set 'Never Notify' for User Account Control Settings
	Windows Firewall: Turn off Firewall for both "Home or Work" and "Private" Group policy > Protect all connections > Pub/Priv disable. Next go to "Security and Maintenance" and turn off the warning message for the Firewall
	Touchscreen: Install touch utility if missing, set Drag Delay to middle (For Elo & PartnerTech: select "Click on Release")
	Tonic Public: Download and Run Epson Utility from secure.tonicpos.com/public

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	Tonic Public: Download "OrdyxMisc.zip" move the Tonic logo or customer's logo if provided into "My Pictures". Add OSK to Desktop
	Tonic Public: Download the latest version of Tonic installation .exe. Example. 4.08
	Version: Request upgrade to same latest version or same version as other terminals
	Windows Defender: Start > Settings > Updates & Security > Windows Security (on the left) > Virus & Threat protection > Virus & Threat protection settings > Add or remove exclusions > Select the C:/ drive and then select users>click user being used for terminal>click .ordyxone and Click Add. Also look for OrdyxOne under C:\Program Files(x86 as well) and click add
	Cleanup: Delete downloaded files "OrdyxMisc.zip". Empty Recycle Bin
	Shortcuts: Exit Tonic. Move "Tonic POS" Icon, the touchscreen tool icon, as well as the shortcut for "On-Screen Keyboard" found in "OrdyxMisc.zip" to the center of the desktop. Test "On-Screen Keyboard"
	Reboot Computer for name change to go into effect
	Start Tonic and Test:Swipe a magnetic card on the Login screen verify error message 1. Login to Tonic and verify all connectivity from Health. If using a pole display, verify store name shows 3. If using a scanner, scan an item and verify it is added to an order 4. If using a receipt printer, connect printer to terminal and confirm it can print from Tonic 5. If using EMV, verify connectivity to the device and run a test transaction.
	Tonic Sticker: Place sticker on monitor or have customer place it if remote installation