SKYTAB

BY SHIFT4

SKYTAB POS INSTALL
QUICK REFERENCE GUIDE

WELCOME TO SHIFT4

SkyTab is more than just a POS system. It's an all-in-one restaurant platform that will transform your business — from front-of house to back-of-house and everything in between.

This document will guide you through the installation of your new SkyTab POS hardware.

If you have any questions or issues while installing, please reach out to our Remote Installation team for assistance at 888.276.2108, ext. 6925.

CABLING DIAGRAM

Pictured below is the network topography for your equipment.

Please note that the SkyTab equipment will plug into the provided TP-Link router*. This router will then plug into your modem/router for an internet connection.

Only SkyTab equipment should be plugged into this router.
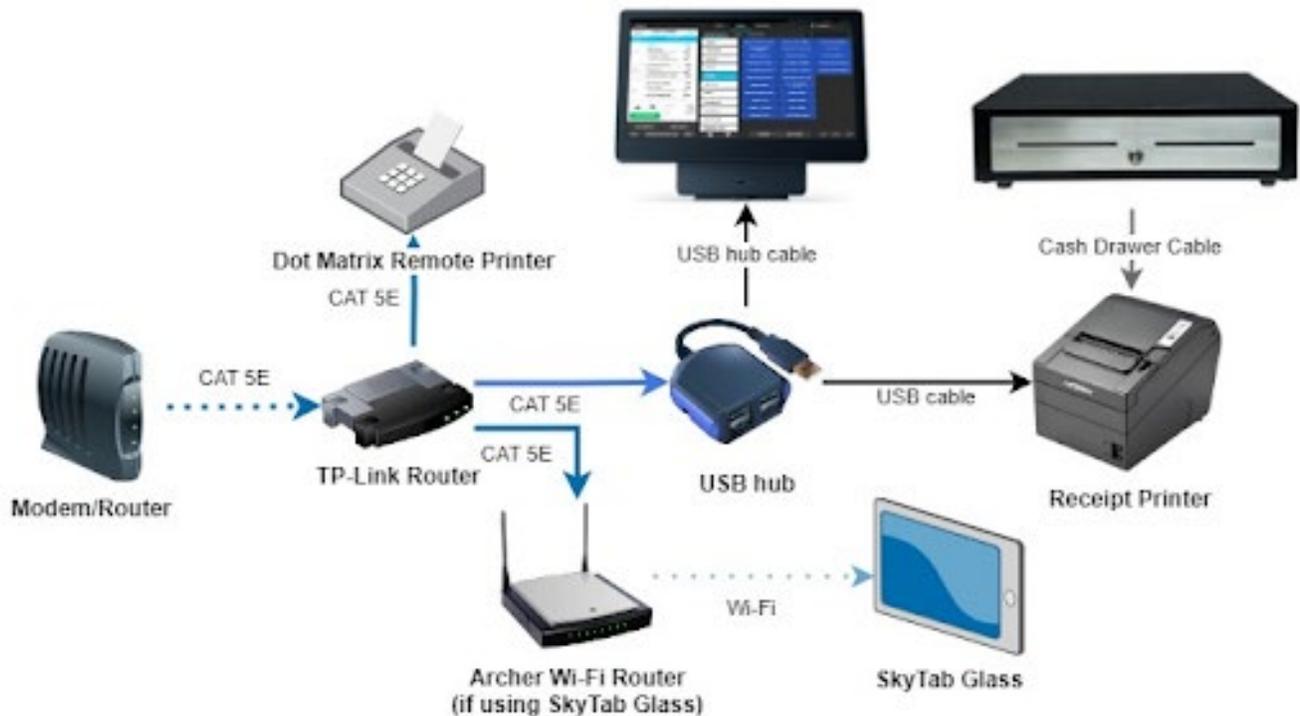
SETTING UP SKYTAB POS WORKSTATION

TP-Link Router

1. Plug the power cable for the TP-Link router into the power port located on the back of the router. Plug the other end of the power cable into a wall outlet.

2. Connect the TP-Link router to your modem/router by plugging one of the provided Ethernet cables into Port 1 on the TP-Link router. Plug the other end of this Ethernet cable into a LAN port on your modem/router.

Cash Drawer

3. Place the cash drawer on the countertop or table where you would like to place the SkyTab POS system.

   - **Note:** *When placing the cash drawer, keep in mind that the SkyTab terminal will go on top of the cash drawer when we get to the steps for setting up the POS (Step 6).*

Receipt Printer

4. Place the receipt printer to the side of the cash drawer.

5. Turn the receipt printer upside down so you can see the ports. Make the following connections:
   - Plug the USB cable into the port highlighted in blue.
   - Plug the power cable into the port highlighted in red.
   - Plug the other end of the power cable into a wall outlet.
   - Plug the cash drawer cable into the port highlighted in orange.
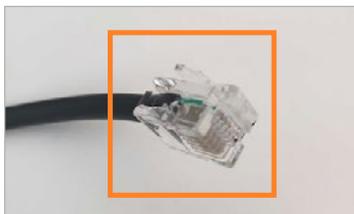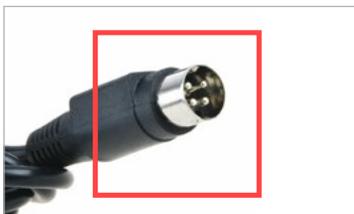
SkyTab POS Workstation

6. Turn the SkyTab POS over so you can see the bottom of the base. There are two USB-C ports.

7. Plug the SkyTab USB Hub into one of the USB-C ports.

8. Plug the USB-A end of the receipt printer cable into one of the four ports on the USB Hub.

9. Plug one of the provided Ethernet cables into one of the LAN ports on the USB Hub. Plug the other end into Port 2 of the TP-Link router.

10. Plug the SkyTab POS power cable into the DC IN port on the USB Hub. Plug the other end of the power cable into a wall outlet.

11. Turn on the SkyTab POS terminal by pressing the power button (located at the top of the screen).

12. Turn on the receipt printer by pressing the power button (located on the front of the printer).

Customer-Facing Display

13. Attach the SkyTab Customer-Facing Display to the back of the SkyTab POS using the magnetic data connector.

14. Turn on the Customer-Facing Display by pressing the power button (located on the top side of the display).

SETTING UP SKYTAB GLASS

1. Plug the USB-C charging cable into the SkyTab Glass tablet. Plug the other end of the cable into a wall outlet.

2. Plug an Ethernet cable into the Blue port on the Archer Wi-Fi Router. Connect the other end into one of the LAN ports on the TP-Link router, as shown here.
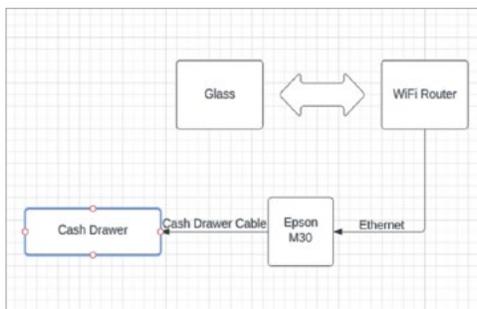
3. When using SkyTab Glass, the remote receipt printer you will be using needs to be plugged into one of the LAN ports of the Archer Wi-Fi Router with an Ethernet cable.

- Plug one end of the Ethernet cable into the port on the bottom of the receipt printer.
- Plug the other end of the Ethernet cable into one of the LAN ports on the Archer Wi-Fi router, as shown.

Dot Matrix Remote Printer

1. Using the tab on either side of the printer, open the front half of the printer and install the ribbon as pictured.

- Be sure that the printer ribbon is taut before and after installation. If it is not, turn the advance gear on the right side of the ribbon cartridge to tighten the ribbon.
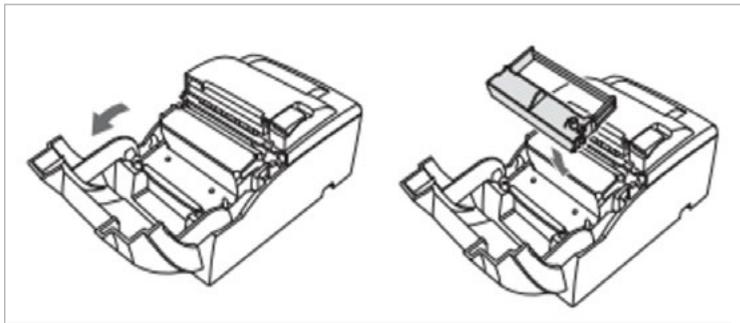
2. Each printer gets three rolls of 3" x 150' single-ply bond paper.

3. Install one paper roll in the printer:

- Pull on the mechanical switch on the middle-right half of the printer.
- Ensure that you install the paper in the correct direction.
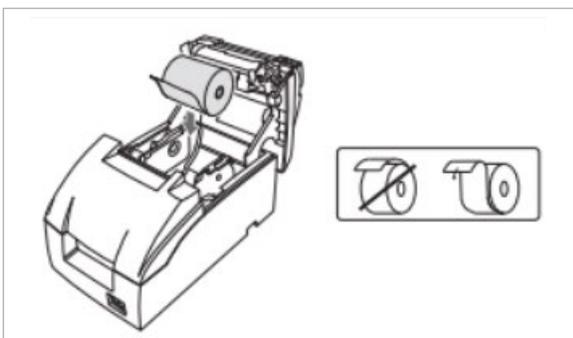
4. Plug an Ethernet cable into the network port on the bottom of the printer. Plug the other end of the Ethernet cable into the USB Hub.

5. Plug the power cable into the power outlet on the printer. Plug the other end of the power cable into a wall outlet.

6. Turn on the printer by pressing the power button (located on the front of the printer).

Installation Go Live

If you haven't already, register and log in to your Lighthouse Business Manager account.

To get the most out of your SkyTab POS system, visit our Training and Knowledge Base.

Our SkyTab Installer will contact you at your designated date and time to complete your software installation.

skytab.com