

Blackline Integration Guide

This Blackline integration is compatible with Android and Windows till systems.

Do I have an Android or Windows till system?

A **Windows** till system will have the clock in the bottom right corner of the desktop, as well as the Windows icon in the bottom left corner. An **Android** till system will have the clock in the top right corner of the screen, as well as three app icons - POS, Network Details, Rescue.

Physical card reader setup

This card reader will be ready to go out of the box as it connects to your network via ethernet cable and does not need wifi setting up, just ensure that the ethernet cable is plugged in before powering the card reader on.

Installing the app

The steps below will need to be completed via **Google Chrome** using a Windows till system or laptop/PC/smartphone.

1. Log into your **Epos Now Back Office** via Google Chrome (**eposnowhq.com**)
2. Select **APPS** (left hand side)
3. Click onto **any** app (the URL bar will look something like this - **https://www.eposnowhq.com/Apps/App/111**); remove the numbers from the end of the URL bar and replace them with **672** and select enter on your keyboard
4. On the next page, select **GET FREE APP**
5. Select **INSTALL FREE APP**

The Blackline app will now be installed on your Back Office.

Card reader setup

The following steps will need to be performed on the card reader.

Note: Only follow these steps if the card reader does not say **POS Online** on the screen.

1. Once the card reader is powered on, you will be prompted to **Run Main Menu**; select **Yes**
2. Select **Utility**
3. Enter the password as **1234**
4. Select **Communications**
5. Select **Local Parm**s
6. Select **Wifi**
7. Select **Scan Network**
8. Choose you wifi network and select **Configure**
9. Select **Set Password** and enter you wifi password
10. Select the **back button** (**yellow** button)
11. Select **Connect**
12. Select **Yes**

13. Your card reader is now configured; continue to select the **back button** (yellow button) until the main screen appears

If you are not given the option to **Run Main Menu**, follow the steps below:

1. From the card readers main screen, select the **3 lines**
2. Scroll down and select **Admin**
3. Enter the password as **999999** (or whatever you may have changed this to)
4. Select **Network Settings**
5. Scroll down and select **Connect to Wifi**

Now that the initial setup is complete, you can select the **green OK button** on the card reader and enter your password to access the main menu. Within the menu, other settings can be configured. Settings for the card reader (display contrast, time out etc) can be found under **Utility** and settings for payment processing (printing merchant copies, tip prompts etc) can be found under **Applications > Credit/Debit > Setup**.

Back Office setup

1. Log into your **Epos Now Back Office** with your username and password
2. Select **APPS** (bottom left corner)
3. Select **My Apps** (along the top)
4. Locate the **Blackline** app you installed earlier and select **SETUP**
5. On the following page, under the **Add Terminal** section enter your **business name**
6. Enter your **contact name**
7. Enter your **address details**
8. Enter your **email address**
9. Enter your **phone number**
10. Enter the **serial number** of the card reader (found on the card reader)
11. Select **Add Terminal**

Details	
Business Name	<input type="text"/>
Contact Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Terminal Serial Number	<input type="text"/>

12. Once added, you can choose which **Epos Now device** this card reader is assigned to (using the drop down menu)

Front Till setup

1. Log into your **Front Till** using the staff name and passcode

Note: If you are unsure on how to access your Front Till from the Back Office, select the **TILL** button located on the left hand side.

2. Select the **3 lines** (top left corner)
3. Select **Cloud Sync**

Once the sync is complete, the Blackline tender will be available for use.

Testing a transaction

You can now test a transaction on your **Front Till** to make sure your new Blackline card reader is communicating with your till system.

1. Select the **Misc. Product** action button found at the bottom right and click the **+** sign on the top left of the screen. Enter any product name and enter a small amount (1p/cent) and press **Add**. The product will appear in the **transaction panel** on the right.
2. Select **PAY**
3. Select the **tender** as Blackline

You will then see a pop up on the screen confirming that Epos Now software is connecting to the Blackline card reader, be sure to check the card reader screen to see if it's showing the amount.

If the transaction amount is showing on the card reader, you can now take payment. The till system will receive a signal from the Blackline card reader and will cash off the payment on the Epos Now software.