

HELLO, I'M YOUR NEW SOLMIO CASH REGISTER 😊

The devices are pre-installed, so you can start sales right away.

If you need assistance, we are here to help:

+358 40 940 4307

Watch instructional video:



<https://youtu.be/heJxmxwDQ>

BASIC FUNCTIONS

Sales:

- Select the products to be sold from the grid. You can scroll through the grids by swiping up or down as needed.
- Once the receipt contains the necessary items, select the payment method. If you want to change the payment method, swipe left or right on the payment options and select the desired method.
- Depending on the settings, the device will prompt whether to print the receipt. If needed, the receipt can be printed using the reprint button in the top left corner.

Clearing the Product Grid:

- Select the product from the left side of the receipt view by tapping on it. -> The product will be highlighted in gray. Press the X button next to the product to remove it.
- All the products added to the receipt can be collectively removed from the receipt view before making the payment. To remove all products from the receipt view, tap the receipt view until a window appears asking "Remove all?" and select Ok.

Split Payment:

- If a customer wants to pay with multiple payment methods, swipe left to access the red-colored MIX split payment option.
- When the split payment option is selected, a new screen will appear where the user can choose multiple payment methods.
- Select one payment method at a time and enter the corresponding amount if necessary.

- Once all payments have been made, finalize the sale by pressing the DONE button.

Payment Reversal:

- Erroneous payment transactions can be reversed and refunded through the transaction history. The receipt number of the transaction to be corrected will help in locating the correct transaction.
 1. Swipe from the left edge of the screen to the center.
 2. Open the Transaction History and select the transaction to be corrected/refunded from the list or search for it based on the receipt number.
 3. Press the selected transaction from the list, the chosen row will be highlighted, and select REFUND.
- Cash transactions will be refunded in cash, while card payments will be refunded back to the card. The corrected transaction will turn pale red in the list. A correction transaction receipt number will appear after the original transaction. The correction transaction will appear as a new line in the list with bright red text.

Discounts:

- You can add a line discount to pre-priced items by clicking on the item and using the discount buttons.
- To add a discount to the entire receipt, select it from the menu in the upper right corner.
- Add Item -> Select Discount
- Alternatively, you can select a discount for the entire receipt from the discount button on the product grid (if available).

DAILY REPORT

1. All reports generated by the Solmio cash register are directly sent to the Solmio HQ cloud service. However, it is possible to print reports such as the Daily Report specific to the cash register and cashier from the cash register application.
2. Swipe from the left edge of the screen to the center.
3. Select Daily Report from the menu.
4. Choose the desired report template: Cash Register-specific or Cashier-specific.
5.
 - Cash Register-specific: Prints a summary of all sales made on that cash register during the sales day, regardless of the cashier ID.
 - Cashier-specific: Prints a summary of all sales made on that cash register during the sales day based on the logged-in cashier ID.

RESTARTING THE APPLICATION / DATABASE UPDATE

- It is recommended to restart the application in case of any issues.
- If you need to restart the application, swipe from the left edge of the screen to bring out the pull-out menu and select Power -> Close Application.
- Restart the Solmio application afterwards.

APPLICATION CRASHES OR RUNS SLOWLY

- As a first aid measure, you can try restarting the cash register and/or updating the application.
- If restarting doesn't help, please contact support.

SOLMIO-KASSA CONTACT INFORMATION

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WhatsApp: +358 46 50006501

Email helpdesk@solmiokassa.fi



RETURN INSTRUCTIONS

Please return the package by taking it to a Posti service point and providing our contract number **679840**. This allows the post office to retrieve our return address and details.

Don't forget to request a tracking number and/or receipt for your return.

Ensure there's enough packing material in the package to prevent the devices from moving or getting damaged during transport. Wrap devices in bubble wrap or newspaper.

Of course you can also bring devices back to our office by yourself. Our address is Näsilinnankatu 29 33200 Tampere. We recommend to call us first and make sure if we are there when you are coming.