



# QUICK, EASY INSTALLATION GUIDE

## Clover Station 2018

- Set up your Clover hardware
- Connect your Clover device to a network
- Activate a Clover device
- Set up a Station printer
- Set up an Admin account
- Customize the Clover device



# Connect and activate your Station 2018

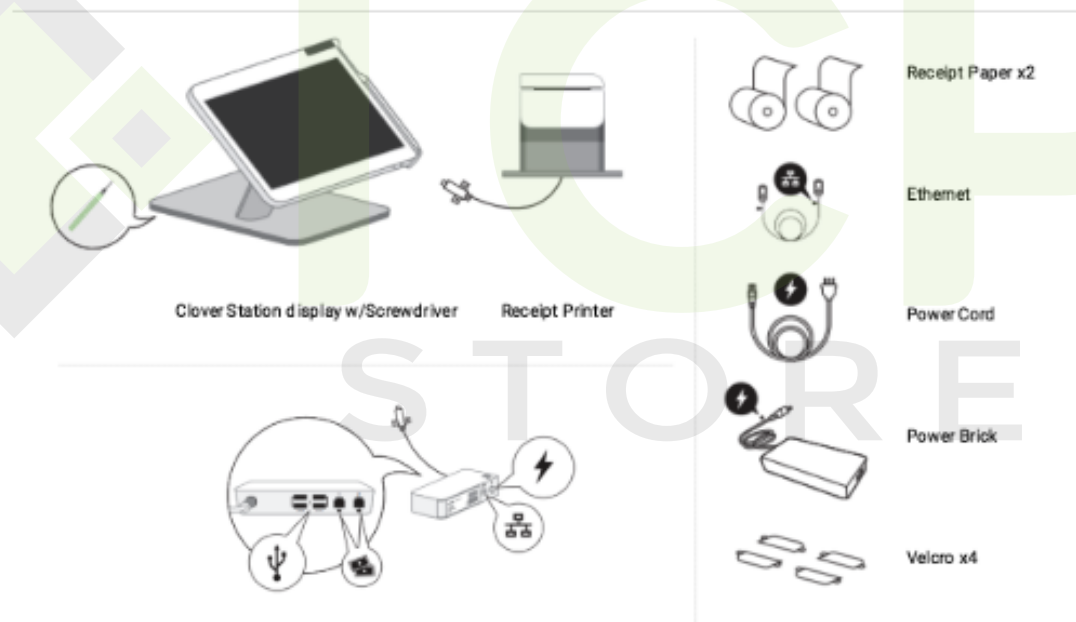
Station 2018 ships with a Quick Start Guide to help you connect your hardware components. Key features include:

- 14" HD display that swivels smoothly between merchant-facing and customer-facing modes
- Standard or optional POS printer with 4.3" customer display for contactless payments
- Latest processor to run your apps and business faster
- Wi-Fi and Ethernet connectivity
- Front-facing camera
- Barcode and QR code reading (using the front-facing camera)

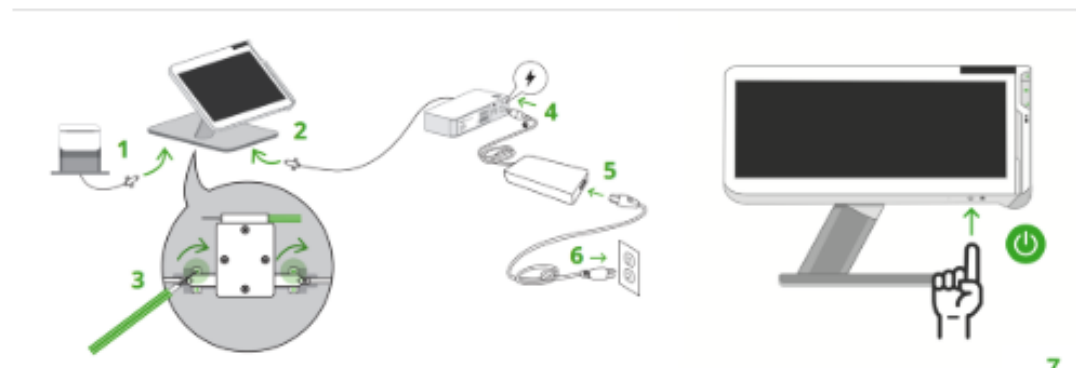
After powering on your device, follow the online Setup Wizard to activate your device. If you need more help, see the instructions below.

## Set up your Clover hardware

Your Clover hardware package includes:



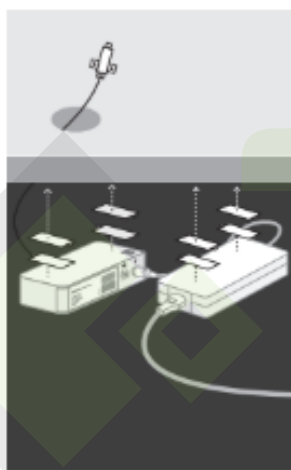
To connect your Clover Station 2018 hardware:



- 1 Connect the Receipt Printer to one of the connectors at the bottom of the Station.
- 2 Connect the Hub to the other connector at the bottom of the Station.
- 3 Attach both connectors to the device with the screwdriver.
- 4 Connect the Power Brick to the Hub.
- 5 Connect the Power Cable to the Power Brick.
- 6 Plug in the Power Cable to an electrical outlet.
- 7 Press and hold the power button until the Clover logo appears.

(Optional) Use the velcro strips to mount the Station 2018 hub under your counter.

After powering on your Clover Station 2018, select the language for setup, then follow the Setup Wizard to activate your device.



## Connect your Clover device to a network

You need an internet connection to activate your device. After your device powers on, the Connect to Network screen helps get you connected.

### Connect your Clover device to a Wi-Fi network

To connect to a Wi-Fi network:

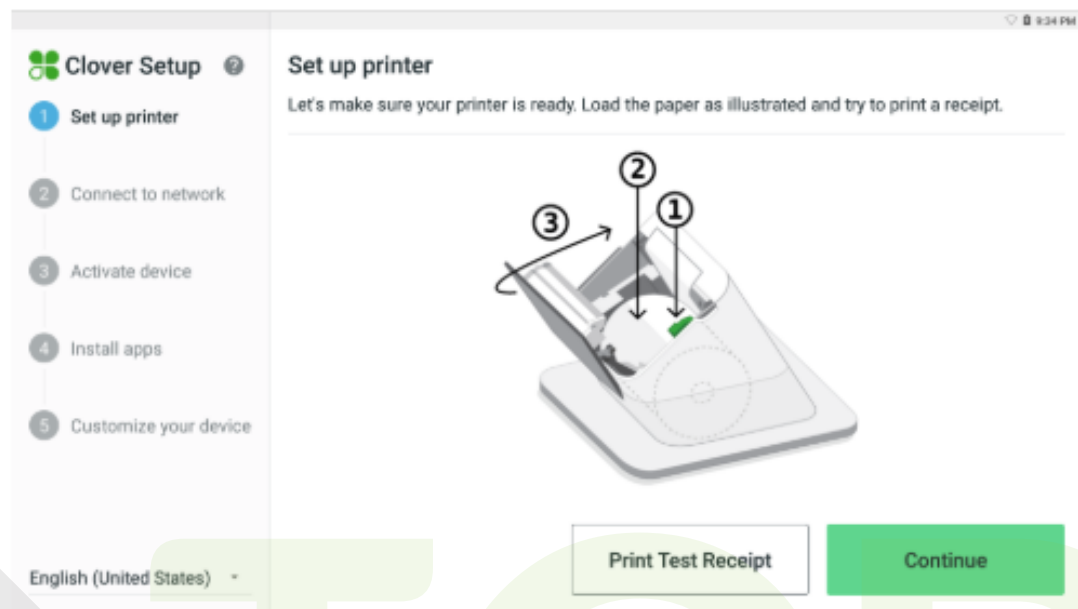
- 1 Tap **Configure** next to the Wi-Fi option.
- 2 From the list of available wireless networks, tap the name of your wireless network. (If your network doesn't appear, tap **Add a New Network** and then tap the network by name.)
- 3 Enter the network password.
- 4 Tap **Done**.
- 5 Tap **Check Connection**.  
When the connection is successful, you will be taken through the activation process. If not, you'll be asked to select a different network or re-enter the Wi-Fi password.



If you do not see your Wi-Fi network name, you may have a WEP, or open access, network. Please connect your Clover device to a secured WPA or WPA2 network for successful PCI compliance.

# Set up a Station printer

Load paper into your printer and test if it works.



To load paper into printer:

- 1 Open the printer door.
- 2 Press the green lever inside the printer.
- 3 Insert the paper roll, with the paper under the roll, facing the back.
- 4 Pull the paper back and close the front panel, pushing until you hear a click.
- 5 Close the printer door.
- 6 Tap Print Test Receipt.
- 7 Tap Continue.

When complete, your device will start retrieving merchant information, then display the *Connect to Network* screen.

## Set up an Admin account

When you activate your first Clover device, you'll be asked to enter an admin passcode. This passcode lets you access all your Clover devices as the owner or admin. If you already have an admin account, the setup process skips this step and your apps start installing.

To change the passcode in the future, go to *Employees > Setup* on the Web Dashboard.

To set up a passcode:

- 1 Enter a 4-digit passcode that you want to use to access your Clover devices as the owner/admin.
- 2 Re-enter the passcode to confirm.

After entering your activation code and passcode (if required), your apps should start installing. Please wait until the install process is complete. You can customize your Clover device by installing additional apps from Clover's App Market after setup is complete.

# Customize the Clover device

After your apps install, you can set some initial custom settings. To change the passcode settings in the future, go to Employees > Setup on the Web Dashboard.

To customize your device:

- 1 Do you want to require a passcode to unlock your device?
  - **Yes, require a passcode**  
We recommend that every employee use a passcode to unlock your device. It provides added security and more detailed reports.
  - **No, don't require a passcode**  
For terminal parity, you can select the option to unlock your device without a passcode. However, we recommend that you require employees to enter a passcode to unlock your device.
- 2 Where do you want to take tips and signatures?
  - On tablet screen
  - On printed receipt
- 3 Tap Continue.



If you plan to accept tips, make sure that your closeout time is at least an hour after your business has entered tips for the day. If you don't see an option for tips, your account isn't tip enabled yet. [Contact Clover support.](#)

After your apps finish installing, customize your device:

- 1 Capture Fingerprint
- 2 Set passcode, tip, and signature settings

## Enter fingerprint

Clover Station 2018 comes with a fingerprint sensor you can use to unlock your device. Fingerprint entry is the quickest way to log in.

To capture a fingerprint, follow the on-screen instructions. Tap Skip to do it later.

## Set Up Fingerprint

You can use the fingerprint sensor to unlock this device—without entering a passcode.

### Let's start

Put your finger on the sensor. You can use any finger.



## Set passcode, tip, and signature settings

After fingerprint entry completes, you'll be asked to set up additional behaviors for your device.

To customize your device, select:

- 1 Where to: **Take tips and signatures?** Tap the down arrow in text box to select:
  - On Screen (default)
  - On printed receipt
- 2 **Require a passcode to unlock this device:**  
Tap box to check (for yes) or uncheck (for no).  
We recommend that every employee have a passcode to unlock your device. It provides added security and more detailed report information. The default is to require a passcode.
- 3 **What types of checks will you accept?** Select to enable the following:
  - Electronic checks
  - Electronic and manual checks - Usage fees apply only for electronic checks
  - I won't accept checks

**Customize your device**

You can always make changes to these later using the **Setup** app.

Take tips and signatures On screen ▾

☒ Require a passcode to unlock this device

**What type of checks will you accept?**

☒ Electronic checks - Electronically settled and guaranteed ([usage fees](#) apply)

☐ Electronic and manual checks - [Usage fees](#) apply only for electronic checks

☐ I won't accept checks

You can do this later in Employees app.

**Continue**

- 1 Tap Continue.



If you plan to accept tips, make sure your closeout time is at least an hour after your business has entered tips for the day.  
If you don't see an option for tips, your account isn't tip-enabled yet. [Contact Clover support.](#)



# Follow best practices for your network

To properly process transactions, your network must be stable and have sufficient bandwidth. Unstable networks can cause transactions to temporarily halt, which causes the network connection to timeout and disconnect. Poor connections can also prevent devices from synchronizing with each other.

## Have enough bandwidth: Use a Clover dedicated router

Increase bandwidth on your local network by limiting or reducing the number of non-Clover devices connected to the network. Your local network bandwidth varies based on the number of devices connected to the network and the volume of transactions they typically process.

## Set up an Ethernet connection such as DSL or cable, rather than a hotspot

Use a hard-wired (Ethernet cable) high-speed Internet connection for Clover Station, Clover Station 2018, and Clover Mini. This is especially helpful if you plan to use more than one Clover device or any peripheral equipment such as a kitchen printer.

## Separate Wi-Fi for guest access

If you offer Wi-Fi access to your customers, set up two Wi-Fi networks: one for you and Clover devices, and one for guests. Having separate Wi-Fi for guests safeguards your devices and may boost device performance.

Your guest network can have separate hours of operation that can be turned off at any time without affecting your system. You can limit the bandwidth to prevent illegal downloads and create a different password for the guest network.

## Limit the use of hotspot network connections

Hotspots can limit the bandwidth required for normal Clover communication. If you plan to use a hotspot, it should be dedicated for Clover use. (Use another hotspot for other Internet needs).

## Don't use your neighbor's Wi-Fi

Whenever possible, use your own Internet Service Provider (ISP) rather than a shared network. If you're using your neighbor's Wi-Fi solution and their Wi-Fi goes down, you can't troubleshoot the issue directly. Your signal may also be weaker if you don't have an internet source in your business' vicinity.

## Use only WPA-WPA2 protocols to connect Clover to a Wi-Fi network

For added security, Clover devices are only compatible with WPA-WPA2 protocols. They are not compatible with the WEP protocol, which was officially retired by the [Wi-Fi Alliance](#) in 2004.

# Reboot Clover devices

Clover Station 2018

Clover Station

Clover Mini

Clover Flex

Clover Mobile



Your Clover device was designed with the intent that it would always be on and ready to go. When not in use, your device enters *sleep mode* and should *wake up* when you tap its touchscreen. At times, your device may automatically reboot after installing an update.

If your Clover device has an issue, reboot it. Reboots can be either soft reboots, where you can restart the device without turning off the power, or hard reboots, where the device power is physically cut off.

## Soft reboot a device

Some reasons for doing a soft reboot are to correct random network dropouts, to improve device performance issues, or update settings you just changed.

To perform a soft reboot:

- 1 Swipe down from the top right corner of the screen.
- 2 Tap Reboot in the menu that appears.  
Alternatively, press the power button at the bottom edge of the screen, then tap Restart.
- 3 Tap Reboot when prompted with the message Do you want to reboot?
- 4 The Station 2018 will power off momentarily.
- 5 When it is ready to proceed, log in.

## Hard Reboot a device

An unresponsive device requires a hard reboot.

To perform a hard reboot:

- 1 Press the power button at the bottom edge of your display for more than 10 seconds.
- 2 Once your Clover device has restarted, log in.  
If your device does not reboot, [contact Clover Support](#).

## Change the automatic reboot time for your device

To improve your system's performance and security, Clover devices automatically reboot every 24 hours. The reboot process takes approximately 1-2 minutes. Clover saves all settings and data, including any offline payments.

The daily reboot time defaults to a randomly assigned time between 3am and 5am local time. If your business operates during these early morning hours, we recommend that you change the reboot time by going to the Settings app.

One minute before rebooting, your device notifies you that Clover Needs to Reboot and starts a 60-second countdown:



- If you do nothing, your device reboots automatically after the countdown.
- If you tap Cancel, your device reboots the following day at the reboot time.
- If you tap Change Reboot Time, the Set time screen appears for you to change the reboot time.
- If you tap Reboot Now, your device reboots immediately.



If your device manually rebooted within 6 hours before the reboot time, the system will not reboot again on that day. It will reboot again on the following day at the default reboot time.

To view and change the reboot time for your device:

- 1 Swipe down the top right corner of the Clover home screen, then tap **SETTINGS**.
- 2 Tap *About device* at the bottom of the list.
- 3 Tap Reboot time.
- 4 Change the time in the Set time screen.
- 5 Tap Done.



# Connect a Clover Station 2018 to a customer-facing Clover Mini

Tether a customer-facing Clover Mini to a merchant-facing Station 2018.

## Add a customer-facing Clover Mini

As a customer-facing device, the Clover Mini displays information that only customers are meant to see. When not in use, the device displays the merchant's business name on its screen. When in use during a transaction, the customer-facing Clover Mini prompts for the customer to pay, sign, and enter their PIN. If tip is enabled, it prompts for a tip.

Place your customer-facing Mini at a location that best suits your customers. Place your merchant-facing Mini, Station, or Station 2018 in a location that you or other employees can reach. Setting up your devices include:

- 1 Tethering (physically connecting) your two devices.
- 2 Installing the USB Pay Display on both the merchant-facing device and customer-facing Mini. This app is only available on Clover Mini and Clover Station.

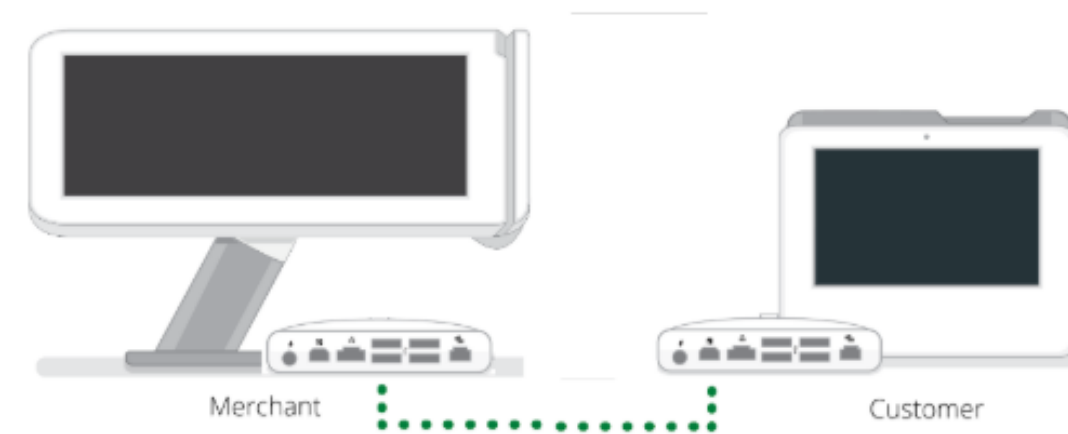
### To connect your Station 2018 to your Mini:

- 1 The USB connection cord must have a type A USB on one end and type B USB on the other end.



- 2 Plug in the Type A USB connector to one of the 4 USB ports on Clover Station 2018 hub.
- 3 Plug in the Type B USB connector to the second port from the left on Clover Mini hub.

Station 2018 is your merchant-facing device and Mini is your customer-facing device.



## To install the USB Pay Display app:

The USB Pay Display app must be installed on both the merchant-facing Station 2018 and customer-facing Mini.



This app is only available on Mini, Station, and Station 2018.

- 1 After connecting the USB cable between a merchant-facing Station 2018 and customer-facing Mini, you will automatically be prompted to install USB Pay Display app.  
If you are not automatically prompted to install the app, open the More Tools app to get to the App Market. Tap USB Pay Display app.
- 2 Tap Install.
- 3 Tap the **Accept & Install** to confirm the installation.



The USB Pay Display app must be installed on both the merchant-facing and customer-facing devices.

- 1 After installation completes, tap USB Pay Display to launch the customer-facing Mini display. The merchant name will display on the device and your device is set up properly.  
If you see an error message on either device:
  - Check the USB cable connections between devices is as shown in the image above.
  - Check that both devices have USB Pay Display app installed.

## Manage a customer-facing Clover Mini

At anytime, (optimally, when customers are not present), the customer-facing Clover Mini can be managed by a merchant and be used as a merchant-facing device.

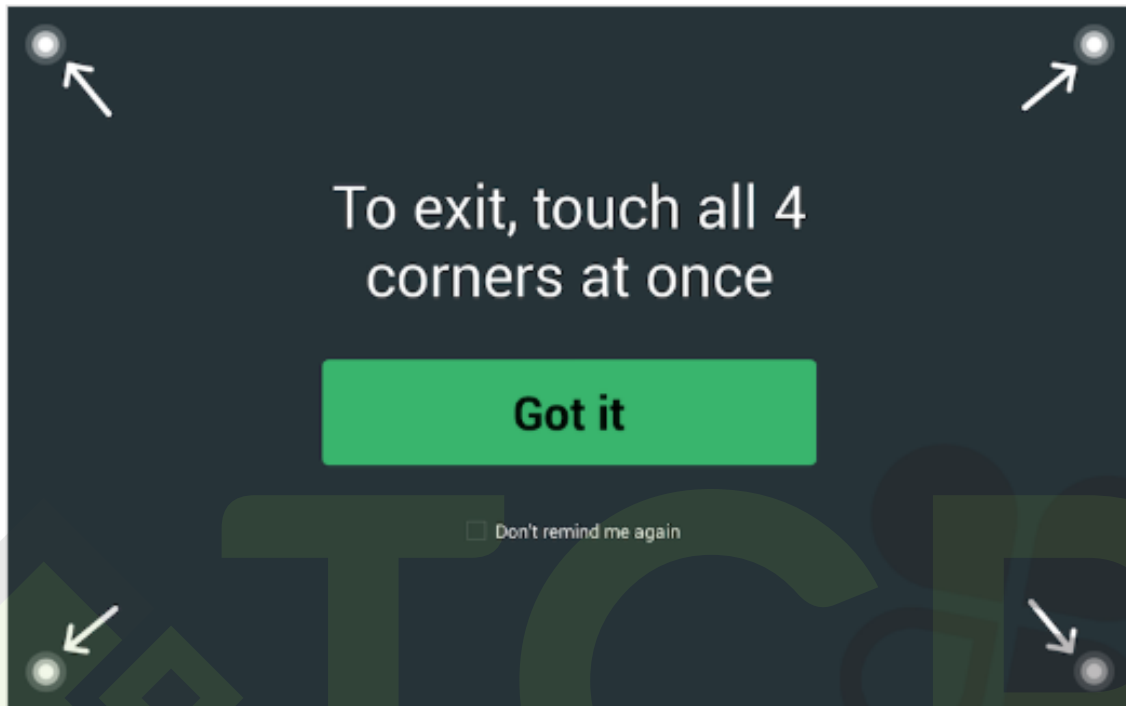
- Switch your customer-facing device to merchant-facing
- Switch your merchant-facing device to customer-facing

### To switch from merchant-facing Clover Mini mode to customer-facing mode:

- 1 Tap USB Pay Display app to launch the customer-facing Clover Mini display.  
A screen showing how to exit customer-facing mode displays for a few seconds. If you do not want this screen to show up again, check the **Don't remind me again** checkbox.
- 2 If you are in the process of a transaction, the payment process will continue. For example, if you enabled tips, the tips screen will display next.  
Otherwise, Clover Mini should display "Welcome to [Business Name]" when it is in customer-facing mode.

## To Switch Clover Mini from customer-facing to merchant-facing mode:

- 1 On customer-facing Clover Mini, use both hands to tap each one of the 4 corners of the touchscreen at the same time.



- 2 Log in to the Clover Mini, which is now functioning as a merchant-facing device.

# Manage and configure Clover printers

Use the Printers app on your device to add, test or delete a receipt or order printer.

## Add a printer for order receipts or payment receipts

For each device, any printer on your network can be added as a receipt or order (kitchen) printer.

To add a printer:

- 1 Open the Printers app.
- 2 Tap Add +.
- 3 Select the type of printer you wish to add.
- 4 Tap the printing device.

The printer should now be online.

## Test a printer

After you add a printer to your device, test to see that it works.


To test a printer:

- 1 Open the Printers app.
- 2 Tap on the printer you want to print a test receipt on.
- 3 Tap PRINT TEST RECEIPT.  
If successful, a small receipt with your merchant name and Clover logo prints.  
If the test print is blank, the paper roll is input backwards. Please open the Station Printer, turn the paper roll around, and insert the paper roll.

## Delete a printer

Delete a printer if it's being removed from your network or not being used to receive receipts. When you delete a printer, all labels going to that printer will be deleted. If the printer is being replaced, you must set up the appropriate labels again.

To remove a printer:

- 1 Open the Printers app.
- 2 Tap on printer you want to remove.
- 3 Tap Delete  the top right of the page.



## Change a printer name

If you have multiple printers you can edit printer names to improve order flow. Device printer names, like the Station, Mini, Flex printers cannot be changed since these are local or embedded printers. Access the Printers app on devices only.

Example:

A Star kitchen printer is set up with the name Kitchen. Whenever an order prints, all items labeled with Kitchen will automatically be sent to and printed on this printer.

To add or edit a printer name:

- 1 Tap Printers app.
- 2 Tap the printer that you would like to rename.
- 3 Tap the Name field and enter or change the printer's name.
- 4 Tap Save.

## Assign or remove labels from printers

By assigning labels to printers, items with these labels will automatically print to a printer. Remove labels when these label assignments change. Assign labels to items in the Inventory app.

To assign or remove labels from a printer:

- 1 Open the Printers app.
- 2 Tap the printer you wish to assign a label.
- 3 Tap and highlight the labels you wish to assign to the printer.
- 4 To assign labels to printers, check the box for each label whose associated items to be routed to this printer.
- 5 To remove label assignments from printers, uncheck the box or boxes.
- 6 Tap Save.
- 7 (Optional) Complete the process by assigning the printer label to items to be routed.

# Set up a cash drawer

Clover Station 2018



Clover Station



Clover Mini



Set up a Clover cash drawer to provide secure storage of your cash. You can use a Clover cash drawer with a Clover Station (2018), Clover Station, or Clover Mini.

To set it up, you can:

- View what's included.
- Connect it to a Clover device.
- Test the connection.
- Set the drawer to automatically open with the Register app.

To keep it secure after business hours, you should manually lock it.

For cash log tracking, the drawer can connect to one Clover device at a time.

## View what is included with the Clover cash drawer

The cash drawer box includes:

- Clover Cash Drawer
- Bill tray
- Coin tray
- Two keys
- RJ-11 6P6C cable

You can connect Clover Station and Mini devices to the drawer with the RJ-11 6P6C cable.

## Connect a cash drawer

To keep track of transactions, connect both your Clover device and your cash drawer to the same router.

To connect your cash drawer:

- Insert one end of the RJ-11 6P6C cable into the bottom of the cash drawer.
- Insert the other end of the RJ-11 6P6C cable into port #1 into the Clover device hub.

## Test a cash drawer connection

Test the connection between your Clover device and the cash drawer to make sure the Register app can successfully open the drawer.



Make sure the drawer key is in the vertical, unlocked position.

To test the connection between your Clover device and a cash drawer:

- 1 Insert the drawer key and turn the key all the way to the left to unlock and open the drawer.
- 2 Close the drawer, leaving it unlocked.
- 3 With the key in an upright, vertical position, pull the key out of the drawer.
- 4 Open the Register app.
- 5 Tap Open Cash Drawer. Not seeing the Open Cash Drawer button? Your employee profile might not give you permission to open the drawer. (Use the Employees app to set up permissions.)
- 6 Tap Other.
- 7 Enter Test next to Reason for Opening.
- 8 Tap Continue.

## Set a cash drawer to open automatically

You can set the cash drawer to open automatically from the register.

To set the drawer to automatically open for certain tender types:

- 1 Open the Setup app.
- 2 Tap Payments.
- 3 Tap Tenders accepted.
- 4 Select a tender type.
- 5 Select Accept tender check box to select payment type.
- 6 Select Opens cash drawer.
- 7 Tap Save.

## Lock the cash drawer

You should manually lock the cash drawer after business hours. When the cash drawer is manually locked, it cannot be accessed from the Register app.

To lock the cash drawer:

- 1 Insert the drawer key into the drawer.
- 2 Twist the key all the way to the right to a horizontal position.
- 3 Pull the key out of the drawer.

# Set up a barcode scanner

Web Dashboard

Clover Station 2018

Clover Station

Clover Mini

Clover Flex



Barcodes provide sale, pricing, or inventory information that doesn't need to be manually entered when using a barcode scanner. Barcode scanners reduce human error and improve efficiency.

Barcode scanners are compatible with Clover Station 2018, Clover Station, and Clover Mini devices.

## Check for barcode scanner compatibility

In addition to the built-in barcode scanner camera on all devices, Clover Station 2018, Clover Station and Mini are compatible with the following external USB barcode scanners.

Other external barcode scanners may work. However, we have specifically tested these scanners to ensure they work with your Clover devices.

- Zebra/Symbol DS2208 – Clover-customized version (Recommended and available through your Clover salesperson)
- Zebra/Symbol DS9208 – Clover-customized version (Recommended and available through your Clover salesperson)
- Zebra/Symbol LI2208
- Motorola DS4208
- IDTECH IDBA-4244SR
- Honeywell MS7580
- Unitech AS10

## Plug in the barcode scanner

Your barcode scanner USB connector plugs into your Clover device.

To use a supported external barcode scanner:

- 1 Plug the USB cable from the barcode scanner into the a USB port on the Hub.  
The barcode scanner should be immediately recognized by the Clover Station and will be ready for use.
- 2 If your scanner does not work with your Clover device right out of the box, you may need to program it by scanning a barcode needed to add a carriage or return line.

If the barcode scanner is not working as expected, you may need to scan this barcode to factory reset your scanner:



To factory reset the scanner:

- 1 Turn on the barcode scanner.
- 2 Press and hold the trigger button while pressing the power button. After 15 seconds, the scanner will beep.
- 3 Release the trigger button. The scanner will beep 5 times and power off.

## Test a USB barcode scanner

Use the Register app to test if your scanner is working.

To test a barcode scanner:

- 1 Open the Register app.
- 2 Scan an item's barcode by holding down the button on the external USB barcode scanner and pointing the light to the barcode.
- 3 When the Clover device recognizes the item, you'll hear a beep and see the item's Product Code automatically added.

## Adjust barcode scanner beep

Your Clover device beeps with each successful scan. This volume can be adjusted.

To set the sound volume on a Clover device:

- 1 On a Clover device, swipe down from the top right of the screen.
- 2 From the menu that appears, drag the slider (next to the volume icon at the top left of the menu) to the right or left to increase or decrease the sound volume of the Clover device.

Alternatively, from the Clover device home screen:

- 1 Open the Settings app.
- 2 Tap Sound.
- 3 Tap Volumes.
- 4 Drag the sliders to the right or left to increase or decrease the sound volume of the Clover device.
- 5 Tap the OK.



# Set up an order printer

Clover Station 2018

**Clover Station**

Clover Mini

Clover Flex

Clover Mobile



The Star Micronics SP700 series impact printers work with Clover Station 2018, Station, Mini, Flex, and Mobile devices. The SP742ML model is used in the US only.

The order printer communicates with:

- Station 2018, Station and Mini via Ethernet or Wi-Fi.
- Mobile and Flex via Wi-Fi only.



If you have items with multiple labels, and multiple printers are assigned to those labels, items will automatically print to multiple printers. Items without a label, will not print.

## Plug in the order printer

Your order printer must be on the same internet network as your devices to communicate with each other. If a Clover device uses a Wi-Fi connection, the printer must be plugged into the same router as the Clover device's Wi-Fi connection.

Your printer comes with:

- The Star SP700 Impact printer
- A 5-foot power cable

You'll also need:

- A power source (such as an electrical outlet)
- An internet source (a modem & router)
- A Cat5 Ethernet cable long enough to go from the printer to the Internet source.

To connect your order printer:

- 1 Flip the order printer over so that the bottom plugs are exposed.
- 2 Plug the power cable into the order printer.
- 3 Plug one end of the Ethernet cable into the order printer and the other end to the router.
- 4 Flip the order printer into the upright position.
- 5 Plug the power cable into a power source.
- 6 **Insert** the paper roll.
- 7 Plug in the order printer.
- 8 Flip the switch on the side of the printer to the **ON** position.

On the front-right-bottom of the printer, red and yellow lights should slowly blink. When a single green light turns on under the power label and icon, your order printer is communicating with the network.

## Pair an order printer to a device

Use the Printers app to verify your order printer is on the same network as your Clover device and to pair the printer to each device.

To pair your printer:

- 1 Open the Printers app.
- 2 Tap Add Order Printer in the Available Printers section.
- 3 If you do not see the new kitchen printer:
  - View the kitchen printer troubleshooting diagram.
  - Try these troubleshooting steps.

- 1 Tap Test Printer.

## Load paper into the order printer

The Star SP700 printer paper is available from your Clover salesperson & major US retailers. Use [1-Ply 3 inch x 165' Paper 50 Rolls](#) (76mm with a roll diameter of up to 85mm.)

To load paper:

- 1 Turn the printer OFF.
- 2 Open the paper compartment, then pull down on the switch to the right of the paper cutter.
- 3 Insert the paper roll so the end comes toward the front of the printer from the bottom of the roll.
- 4 Pull out about an inch of paper and close the printer cover.  
The power light should glow green and the Error light should be off.

## Test the order printer

After setting up your printer, test to see that it works.

To run a test:

- 1 Open the Printers app.
- 2 Tap Test Printer button next to the order printer you wish to test.
- 3 Wait for the test receipt to print.

If the test receipt doesn't print:

- 1 Check that the printer is turned on.

- 2 Make sure your device is on the same network as the kitchen printer.
- 3 Clear the printer queue. Tap the Menu > Printer Queue > Clear Queue.
- 4 Tap the Test Printer button again.

## Manage Clover printers

Use the Printers app on your device to add, test or delete a receipt or order printer.

### Add a printer for order receipts or payment receipts

For each device, any printer on your network can be added as a receipt or order printer. Before adding the printer, plug it in to your Clover network.


To add an order or receipt printer:

- 1 Open the Printers app.
- 2 Tap Add +.
- 3 Tap Add Receipt Printer or Add Order Printer.
- 4 Tap the name of the printer you want to add.  
The printer should now be online.

### Delete a printer

Delete a printer if it's being removed from your network or not being used to receive receipts. When you delete a printer, all labels going to that printer will be deleted. If the printer is being replaced, you must set up the appropriate labels again.

To delete a printer:

- 1 Open the Printers app.
- 2 Tap on the printer you want to remove.
- 3 Tap Delete  at the top right of the page.

### Change a printer name

If you have multiple printers you can edit printer names to improve order flow. Device printer names, like the Station, Mini, Flex printers cannot be changed since these are local or embedded printers. Access the Printers app on devices only.

Example:

A Star kitchen printer is set up with the name Kitchen. Whenever an order prints, all items labeled with Kitchen will automatically be sent to and printed on this printer.

To add or edit a printer name:

- 1 Open the Printers app.
- 2 Tap Edit next to the printer that you would like to rename.
- 3 Tap the Name field and edit the printer's name.

- 4 Tap Save.

## Assign or remove labels from printers

By assigning labels to printers, items with these labels will automatically print to a printer. Remove labels when these label assignments change. Assign labels to items in the Inventory app.

To assign or remove labels from a printer:

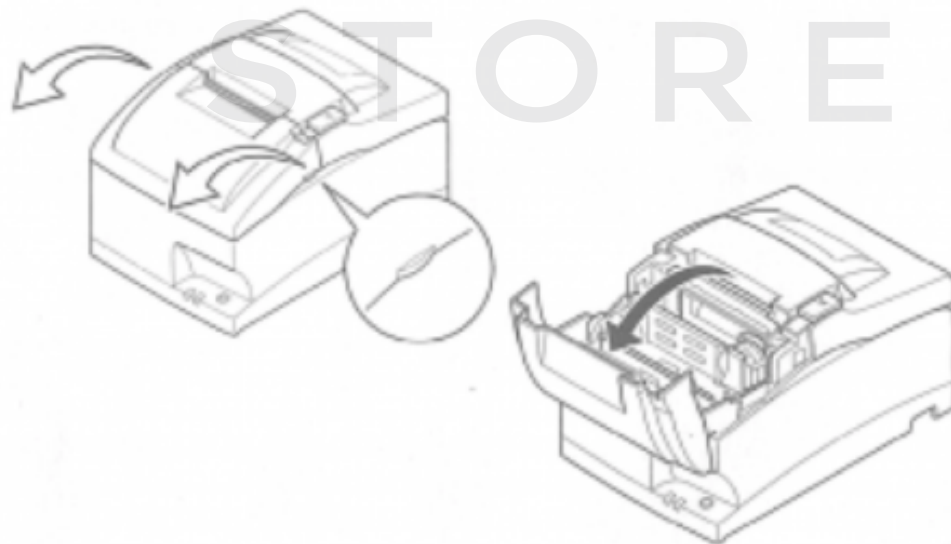
- 1 Open the Printers app.
- 2 Tap the printer you wish to assign a label.
- 3 Tap and highlight the labels you wish to assign to the printer.
- 4 To assign labels to printers, check the box for each label whose associated items to be routed to this printer.
- 5 To remove label assignments from printers, uncheck the box or boxes.
- 6 Tap Save.
- 7 (Optional) Complete the process by assigning the printer label to items to be routed.

## Replace an order printer's ink cartridge

The Star SP700 printer uses the Star Micronics R0700BR Ribbon Cassette. This type of ribbon cassette can be purchased from major US retailers.

To install kitchen printer ink ribbon cassette:

- 1 Open the printer's front cover by holding the finger grips on both ends of the cover and lifting.



- 2 Remove the old cassette.
- 3 Turn the ribbon feed knob on the new cassette to remove slack in the ribbon.
- 4 Insert the cassette and push down. You should hear and feel a click.
- 5 The Power light should glow green and the Error light should be off.