



PUREJOIN POS Guide V2 Version

Getting Started:

- ✓ Power up all the devices. Connect your iPad and Customer Display to WIFI.
- ✓ If you received iPad and devices from PUREJOIN, you can skip to **A. Shortcuts.**

1. Download App:

- 1.1. Go to **App Store** and Search “PUREJOIN”.
- 1.2. Download App:
 - You have to have Apple ID to download app.
 - If you don't have it.
 - Go to **Setting > iTunes & App Store > Create New Apple ID.**

2. Setting up your iPad for PUREJOIN:

- 2.1. Go to **Setting > General > Keyboard.**
 - Uncheck followings:
 - **Auto-Correction.**
 - **Shortcuts.**
 - **Predictive.**
- 2.2. If you have iPad Pro 12.9”:
 - Go to **Setting > Display & Brightness.**
 - Select **Zoomed.**

3. Bluetooth Device Setup:

- 3.1. Bluetooth Scanner:
 - Scan the barcodes on the scanner programming guide (5 barcodes on the first page and 4 barcodes on the last page).
 - Go to **Setting > Bluetooth** - Touch LI4278 for Zebra scanner, or Touch **SL_******* for Teemi scanner under **OTHER DEVICES.**
 - When connected, you will see the device under **MY DEVICES.**
- 3.2. Bluetooth Printer:
 - Go to **Setting > Printer – Swipe R→L TM-******* under devices > Select available printer > Save.

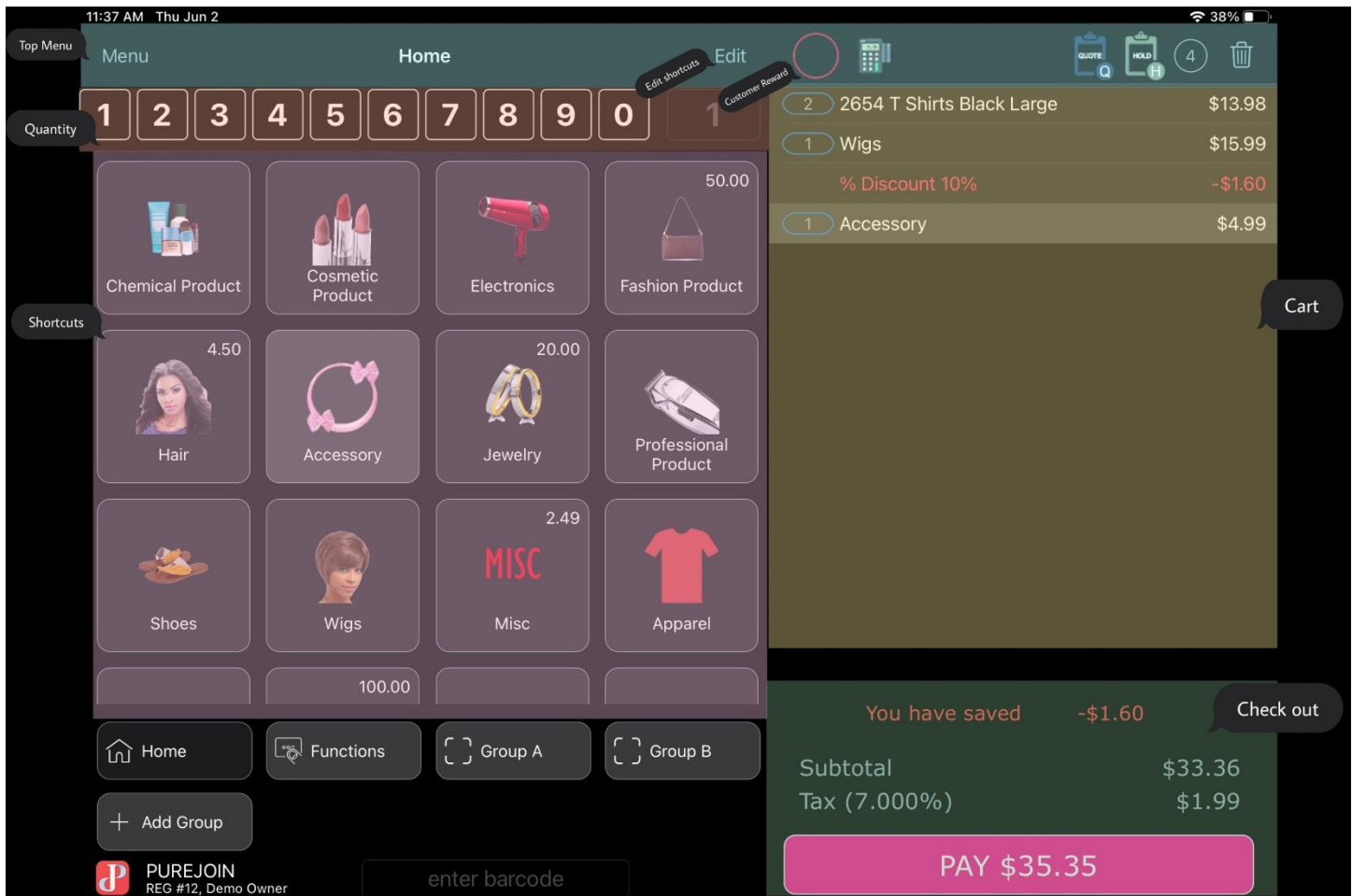
4. Store Setup:

- 4.1. Open PUREJOIN POS For Beauty.
- 4.2. Login with your ID & Password.
- 4.3. Choose **Menu** on top left.
- 4.4. Choose **Setting.**
- 4.5. Enter/ Modify your store information.
- 4.6. Touch **Save** on top right.
- 4.7. Touch **(i)** on **Printer 1.**

- Select Epson printer from right (Make sure your printer is connected at Bluetooth setting).
- Back to **Store Setting**.
- Touch **Save**.

4.8. Once you done, close PUREJOIN POS and **reopen** it.

Congratulation! Now you are ready to make a transaction!



A. Shortcuts:

A.1. Touch **Add shortcut** in any item group.

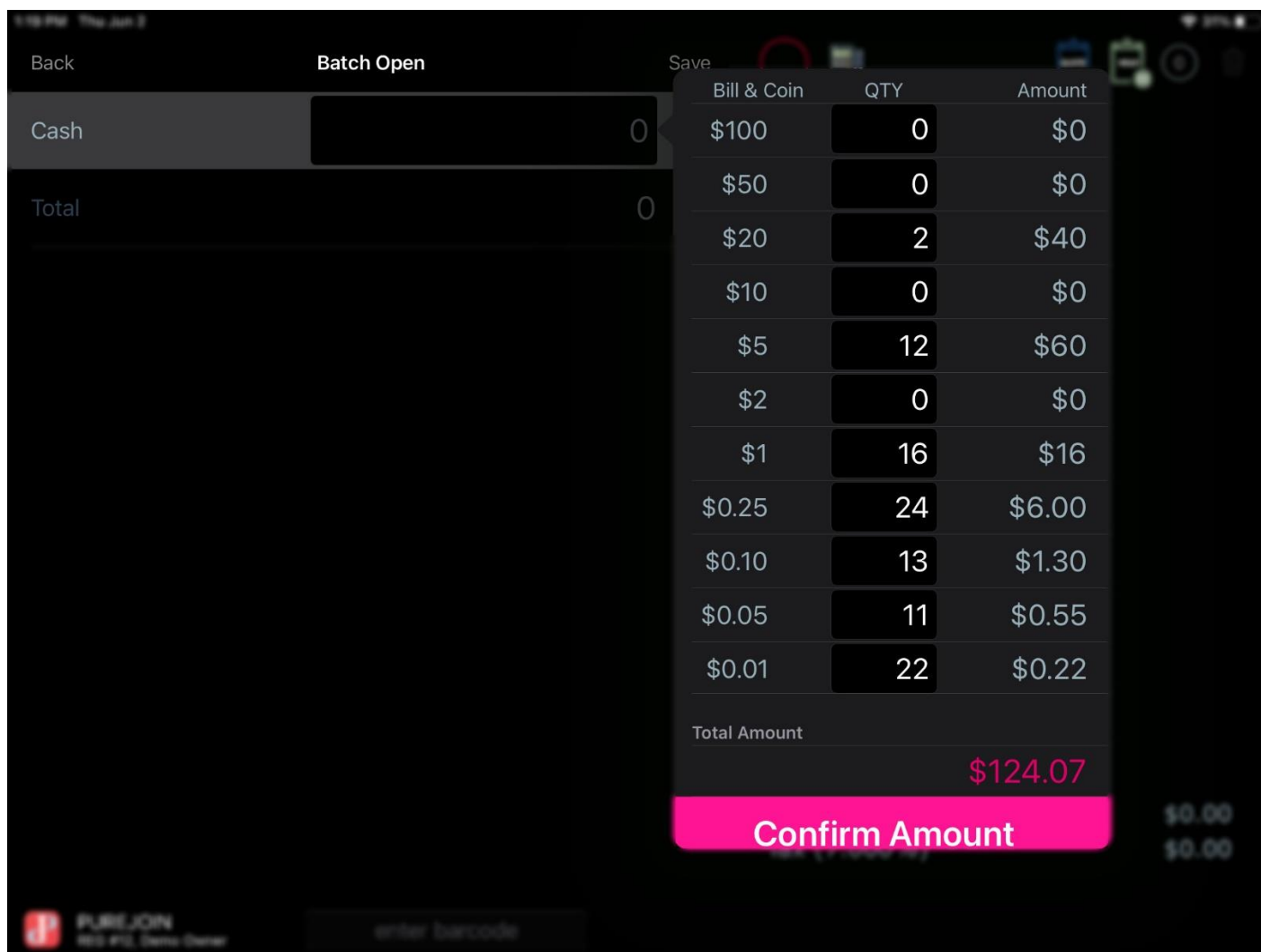
A.2. Item Shortcut.

- Select item or Search item to make a shortcut.

A.3. **Available Shortcut Function** - Select Add Shortcut for easier to access function.

- **AMOUNT DISCOUNT** - \$ Discount for selected item.
- **CLOSE** - Close batch is closing batch for cash management and print Batch Report.
- **HOW TO** – Automatically transfer to our Youtube site for tutorial video.
- **LOGOUT** – Sign account out.
- **NO SALE** – Opening Drawer.
- **OPEN** - Open batch is a mandatory process to make a transaction.

- **PERCENTAGE DISCOUNT** - % Discount on selected item.
- **REPRINT LAST TRANSACTION**
- **RETURN** - Processing return with receipt.
- **SEARCH ITEM** – Item Search.
- **TIME CLOCK** – Easy clock in and out for cashier.
- **VIET JOURNAL** – View all activities.
- **VIEW ACCOUNT** – View orders.
- **VIEW BATCH REPORT** – View and print out batch report.
- **VIEW HOLD** – View all hold transaction.
- **VIEW QUOTE** – Recall, Forget, Print a quote.



B. Open / Close Batch:

B.1. **Open Batch** – Open batch is a mandatory process to make a transaction.

- Touch **Open** (from Function or Shortcuts).
- Touch Cash amount bar.
- Count cash and enter into Denomination Window.
- Close Denomination Windows.

- Save.

B.2. **Close Batch** – Close batch is closing batch for cash management and print Batch Report.

- Touch **Close Batch** (from Function or Shortcuts).
- Touch Cash amount bar.
- Count cash and enter into Denomination Window.
- Close Denomination Windows.
- Save.
- Check the printed **Batch Report**.

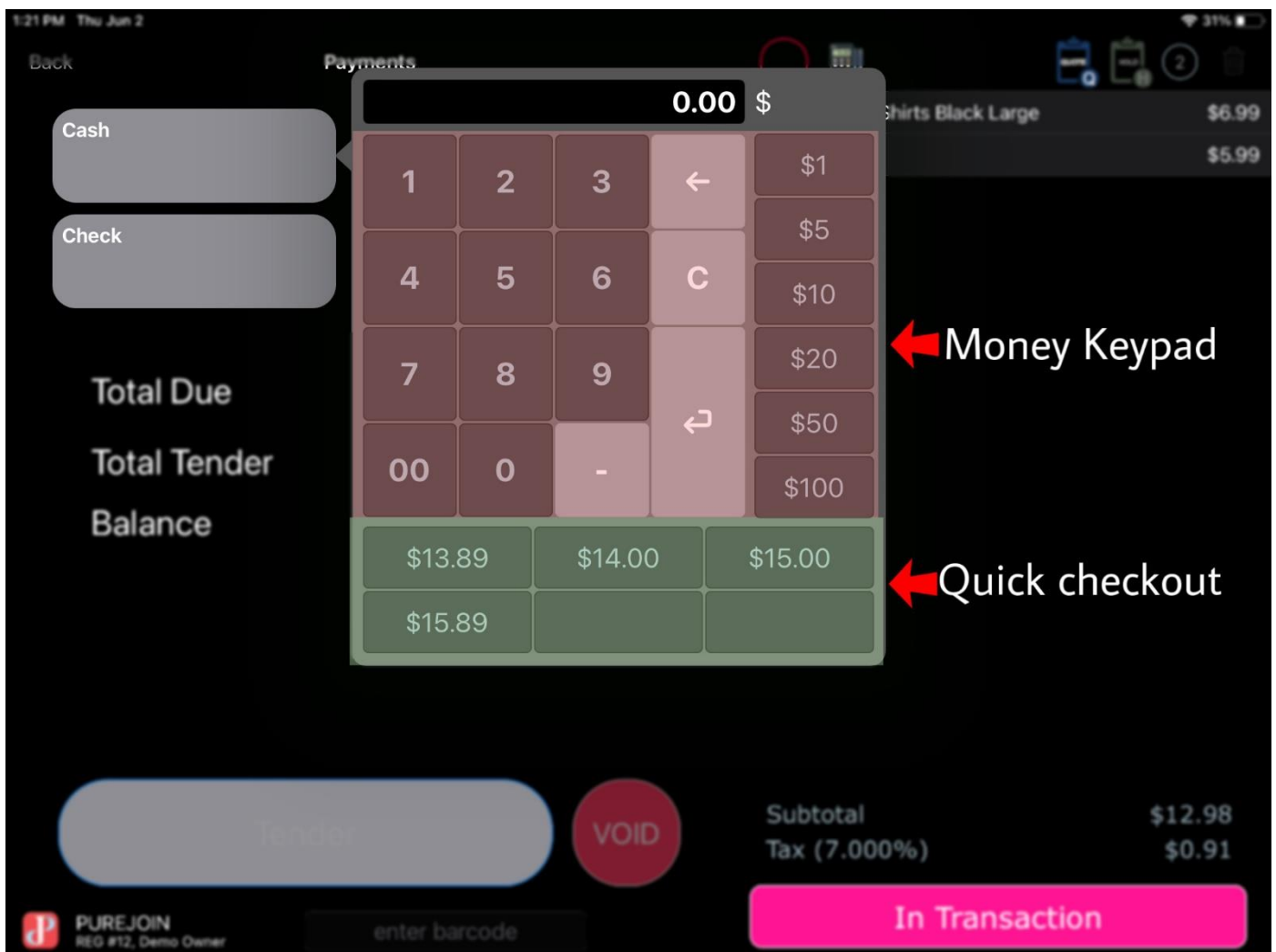
C. Selling Item:

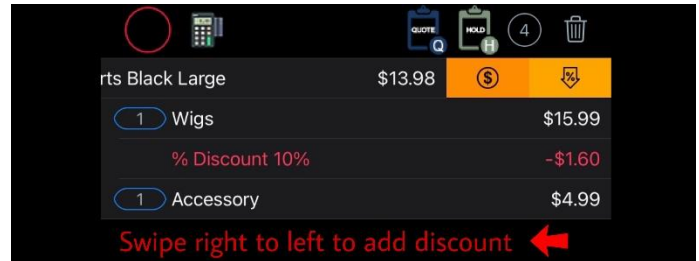
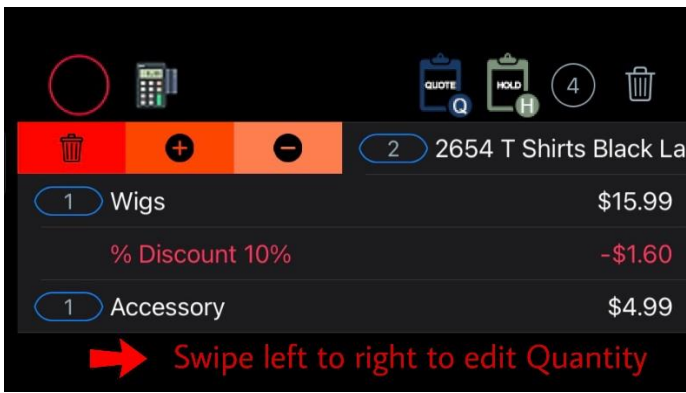
C.1. Scan item or use Open Item in Top Menu to ring up.

C.2. Touch **Pay** in Checkout.

C.3. Select Cash or Credit.

C.4. Enter amount on Money Keypad or Quick Checkout button.





D. Basket Features:

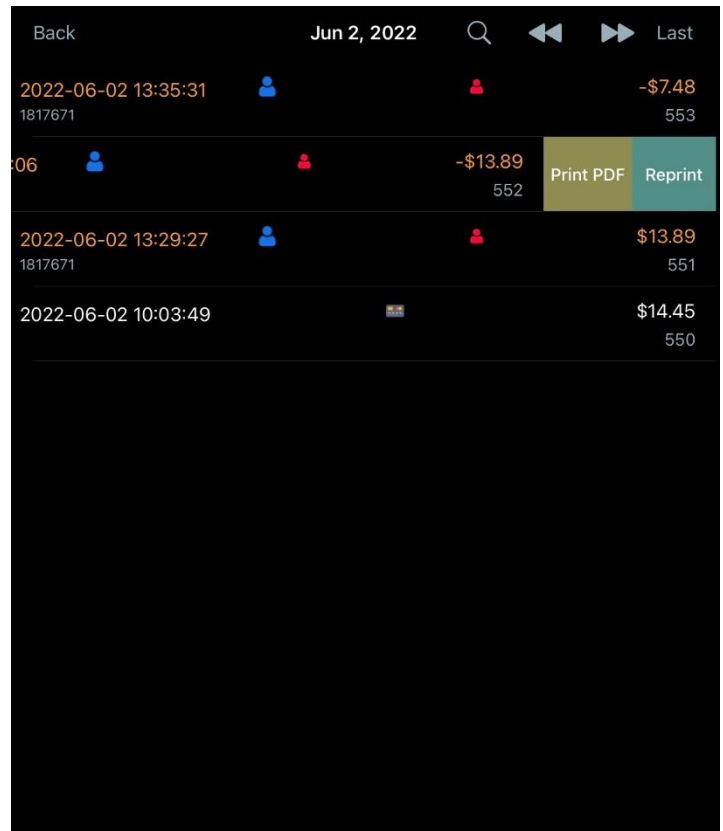
- D.1. + Adding Quantity
- D.2. - Deduct Quantity
- D.3. % Percentage Discount on this item
- D.4. \$ Amount Discount on this item
- D.5. 🗑️ Remove this line
- D.6. Qty Change quantity with number pad

E. Reprint receipt:

- E.1. Select **Reprint Last Transaction**.
- E.2. Find the transaction and swipe from right to left.
- E.3. Select Reprint.

F. Update Item:

- F.1. Select **Search Item** in Shortcuts.
- F.2. You can search by barcode or description.
- F.3. Locate the item and swipe it from right to left.
- F.4. Touch Edit.
- F.5. Modify item information and Save.

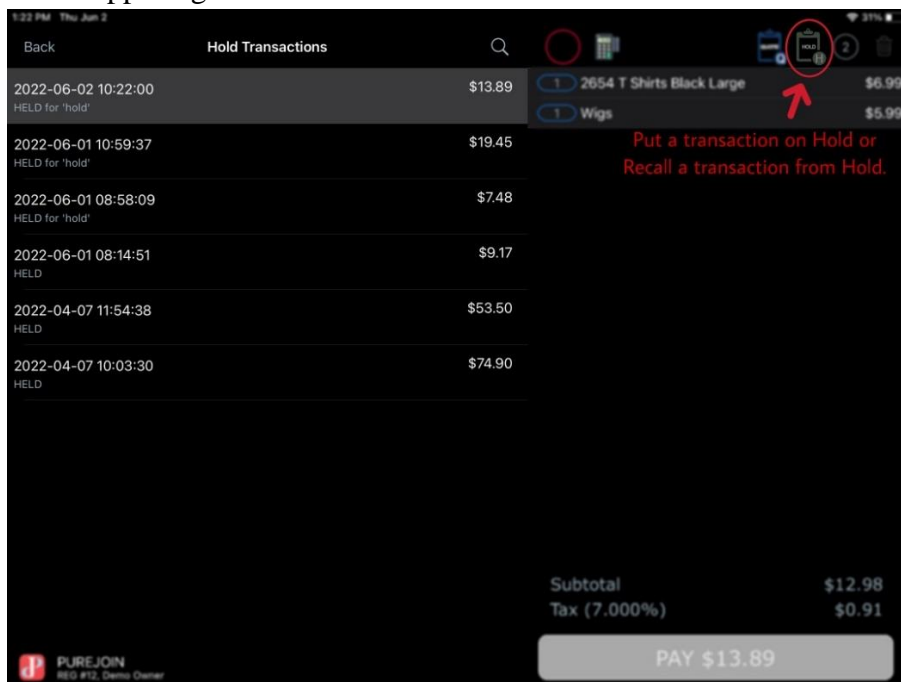


G. Transaction Hold:

- G.1. Putting a transaction on hold:
 - Select Hold on the upper right (You can leave a note for manager).

G.2. Recall a transaction from hold:

- Select View Hold at the shortcut menu.
 - Locate Transaction and swipe from right to left → Recall.
- Or: Select Hold on the upper right.

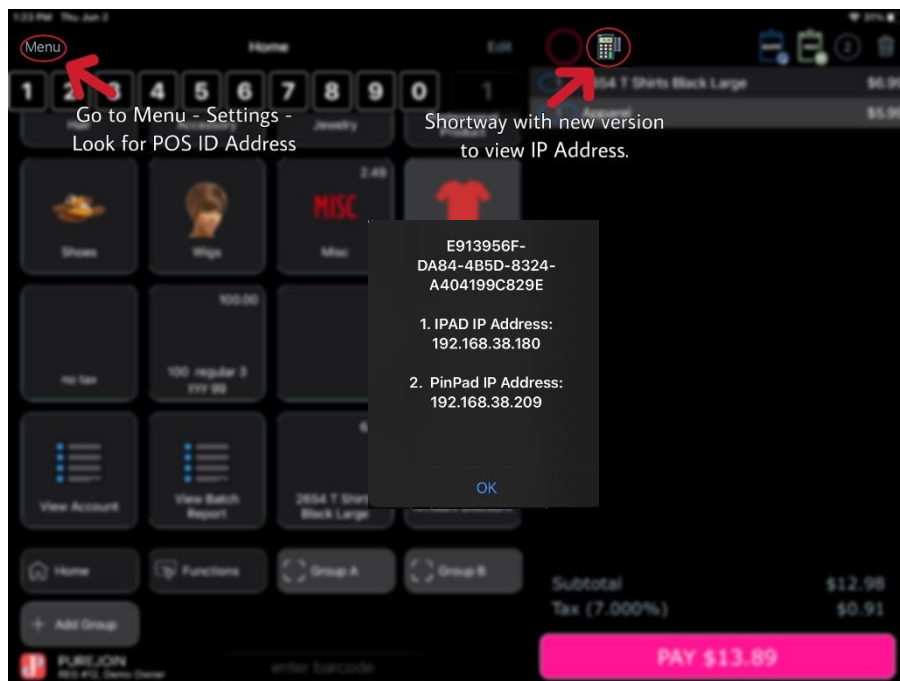


H. Customer Display Setup:

H.1. Open Interactive Customer Display Manager.

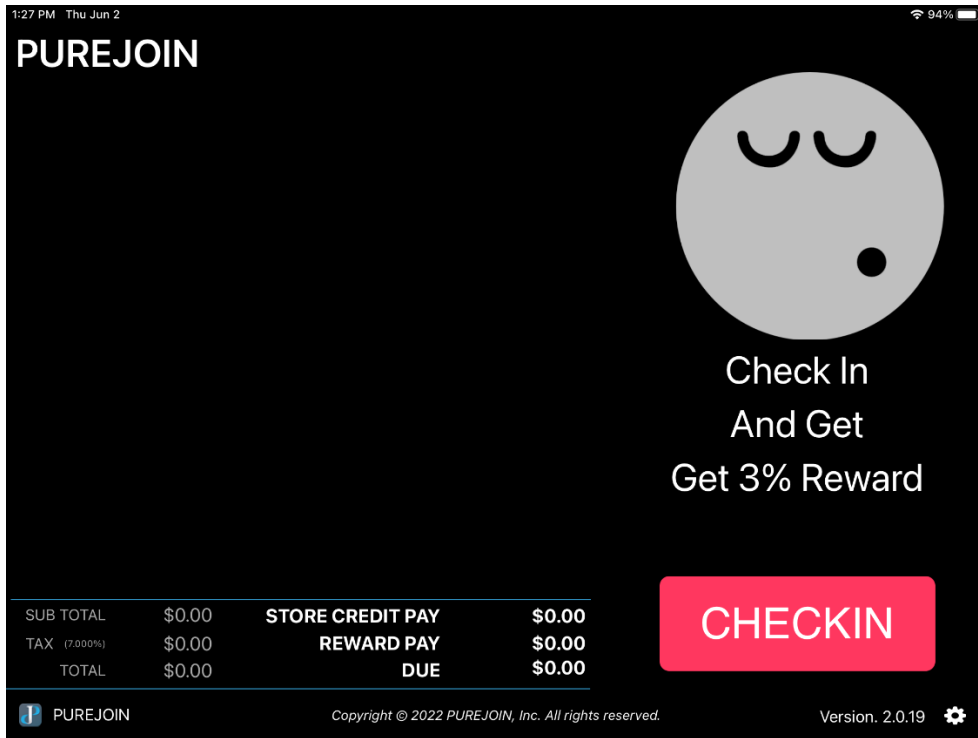
H.2. Look up the IP Address (Select Credit Card symbol on the upper menu)

H.3. Go to Setting → Enter the POS IP Address → Save.

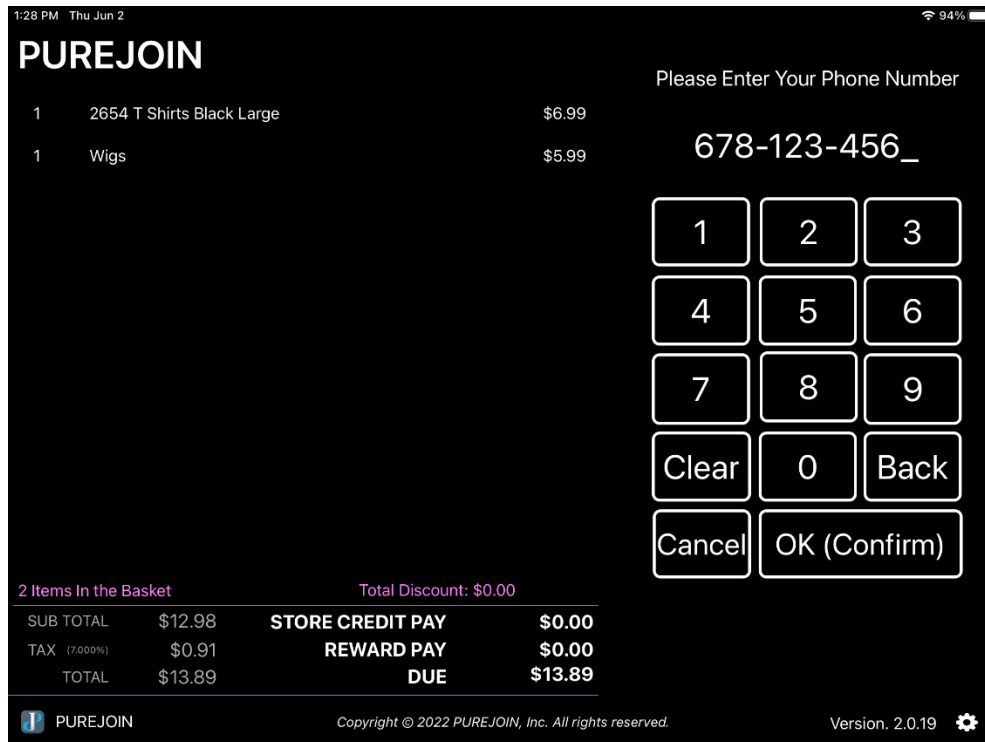


I. Joining Reward System/Provide Reward Balance:

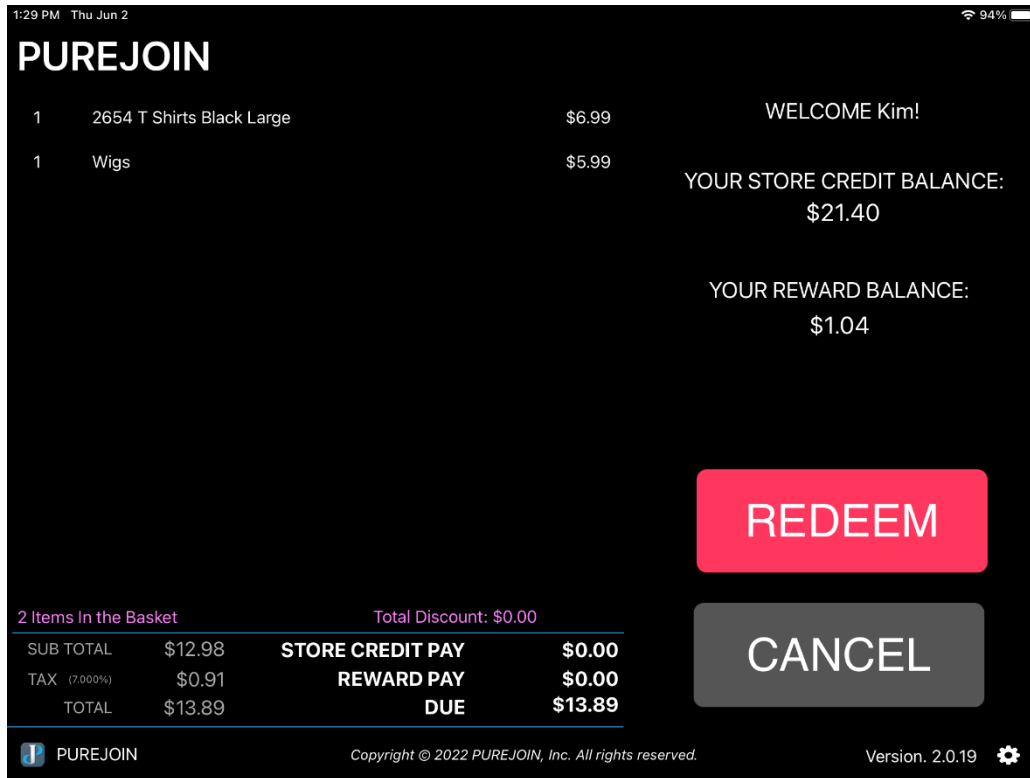
I.1. Anytime during the transaction, before you press charge, let the customer to check in on the customer display.



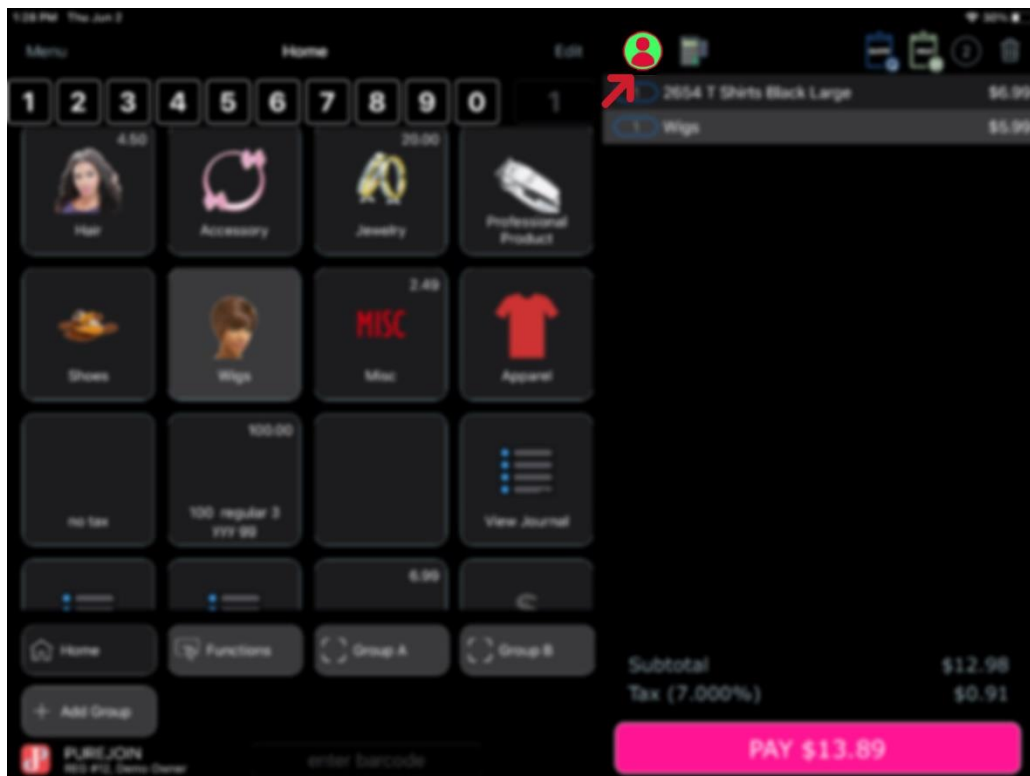
I.2. Customers can simply check in by entering their phone number.



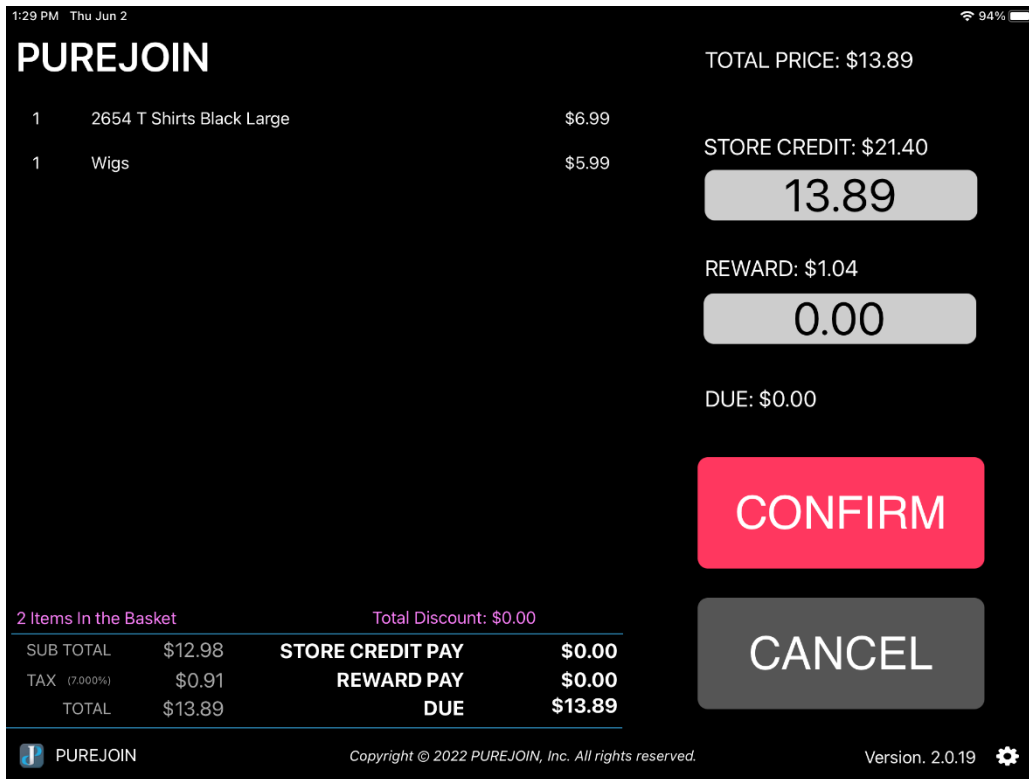
I.3. After check in, customer display will show up the customer's reward balance if they were already member of your store and had transaction before.



I.4. Once a customer checked in, the red, human's upper-body shaped icon will show up on the top right corner of the display.

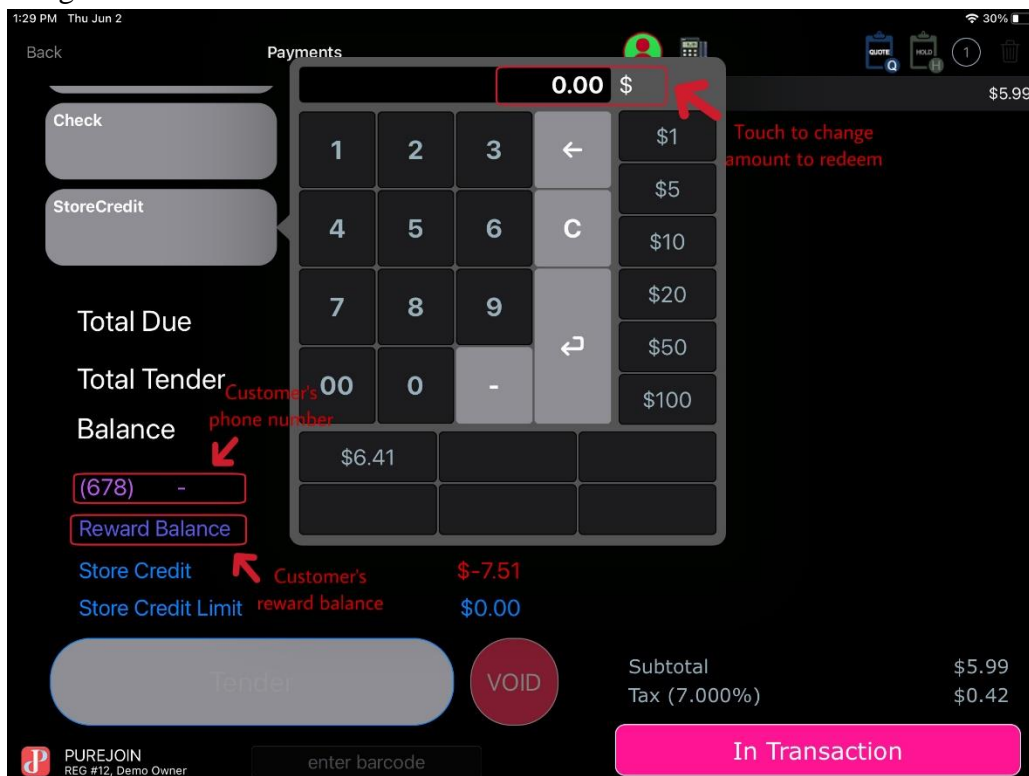


I.5. Customer's also can choose how much they would want to spend by enter amount. (You also change this amount from the POS, but the changed amount would not show up on the customer's display).

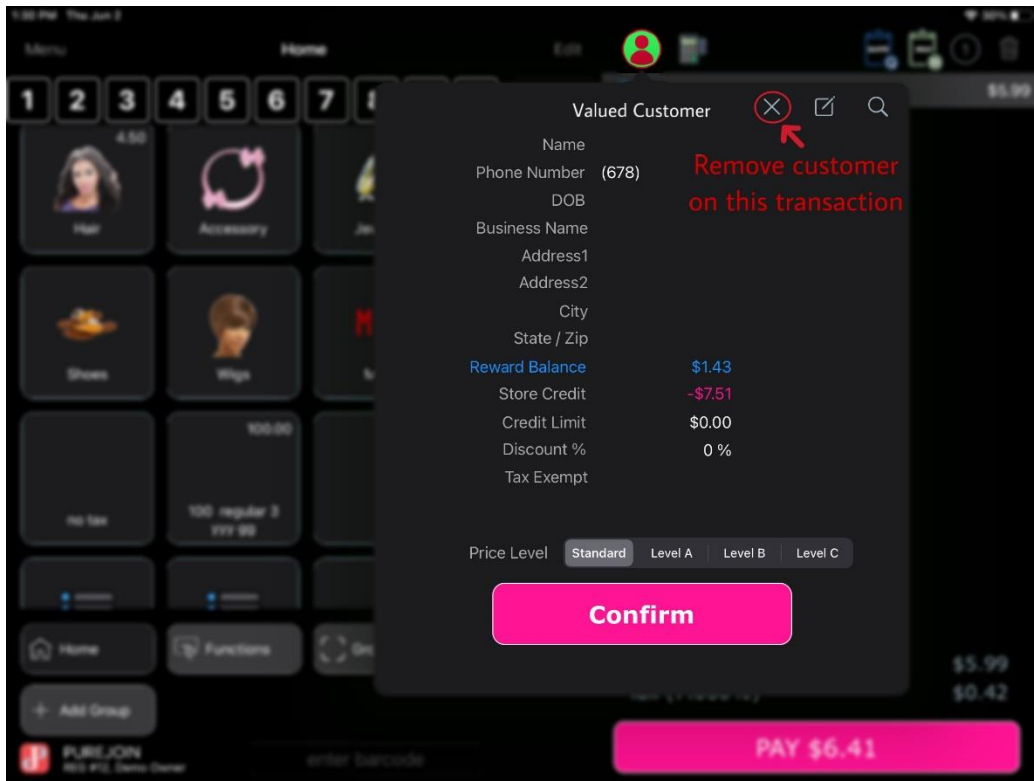


I.6. Customer Information Display:

- Customer's phone number
- Customer's reward balance
- Touch to change the amount of the reward that customer wants to use.

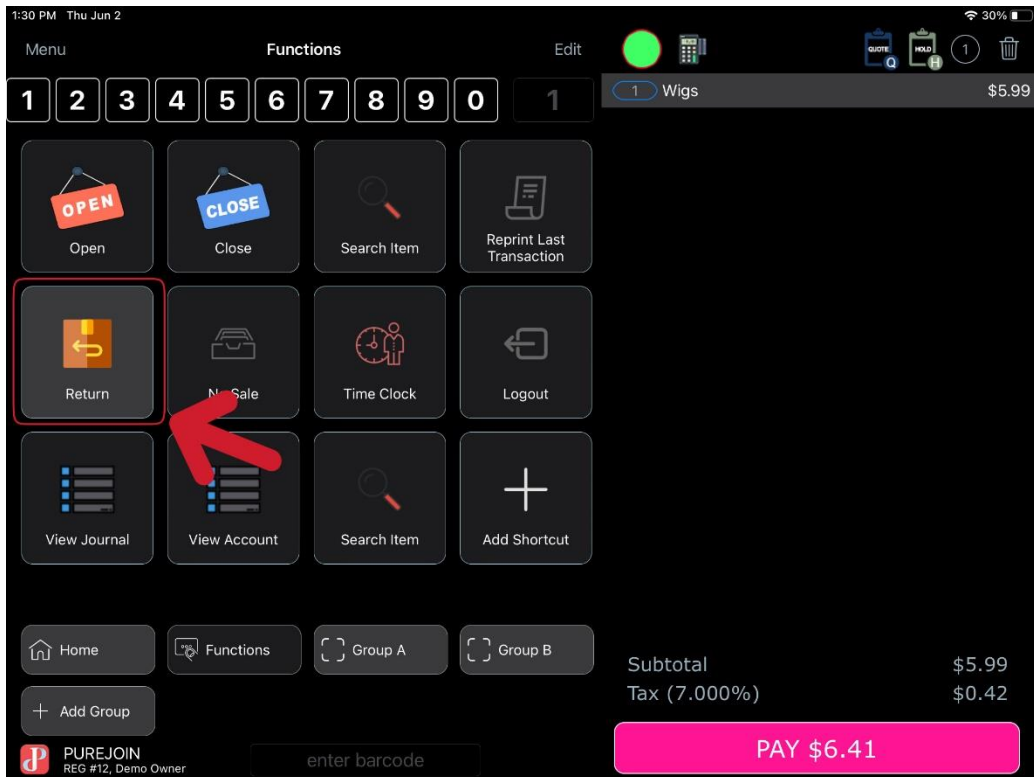


J. Clear Customer will remove customer on the current transaction.

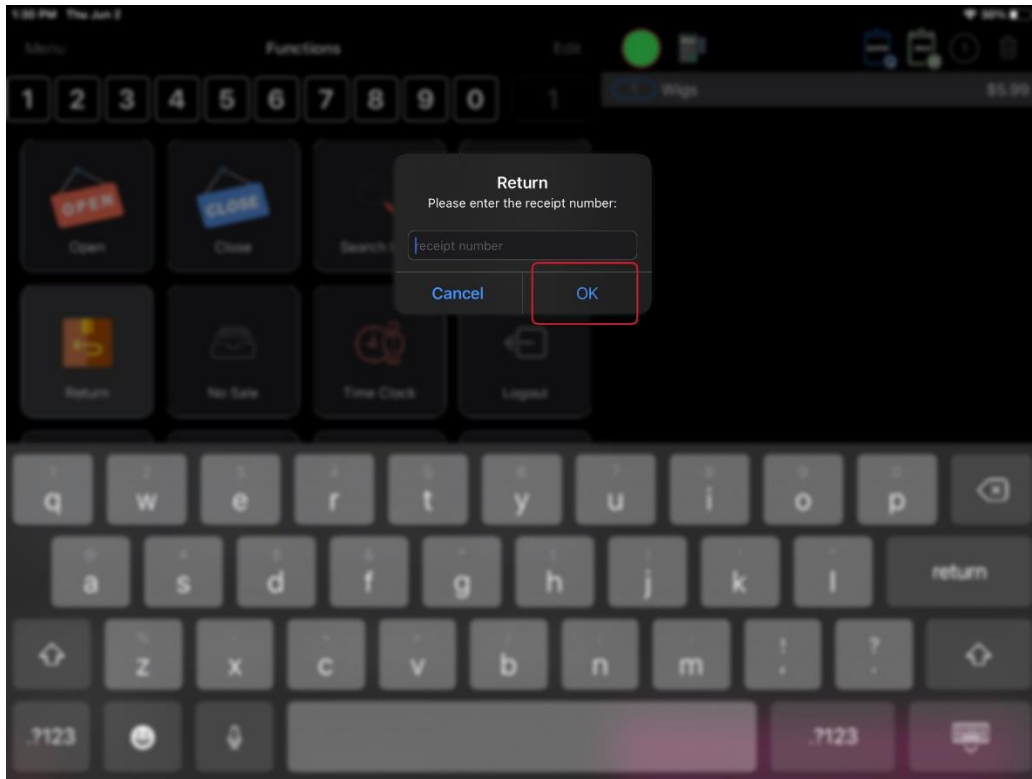


K. Return to Store Credit:

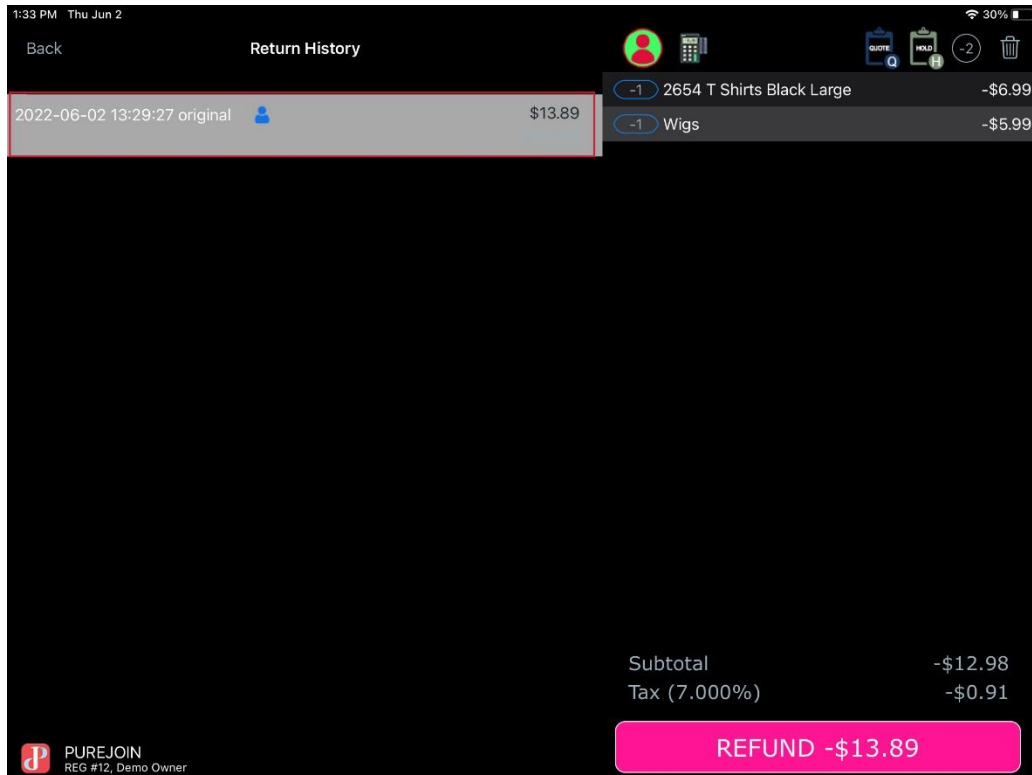
K.1. First, when the customer has a receipt, touch the “Return” button on Functions Shortcuts.



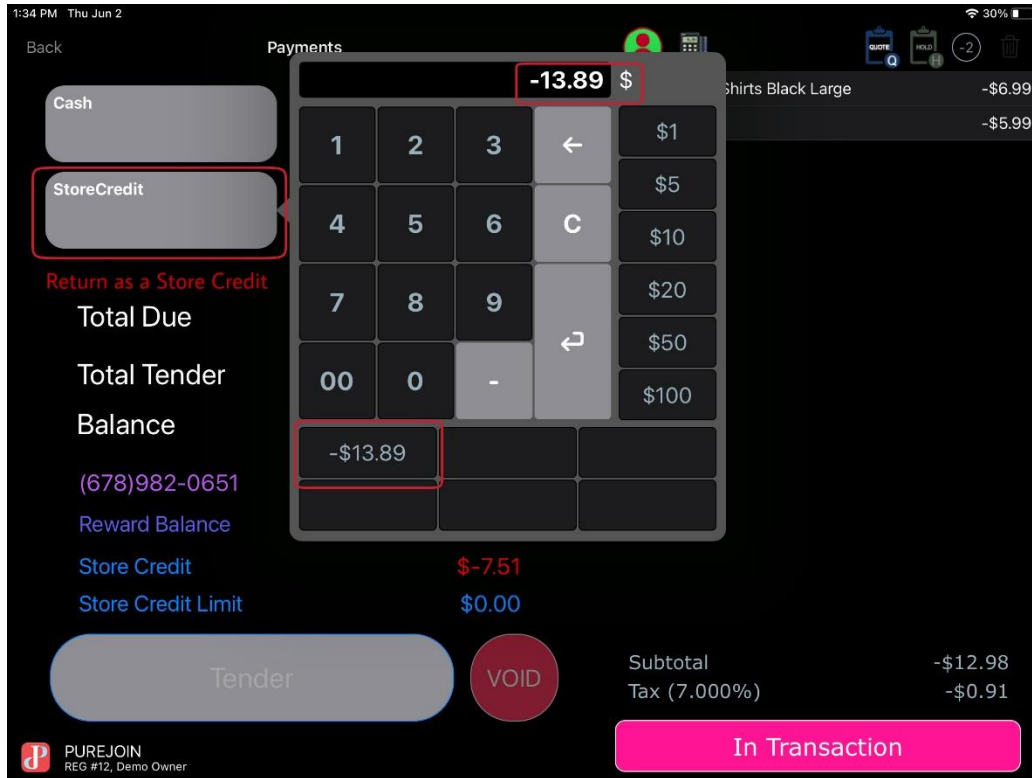
K.2. Scan the barcode on the receipt, once it scanned it, press ok.



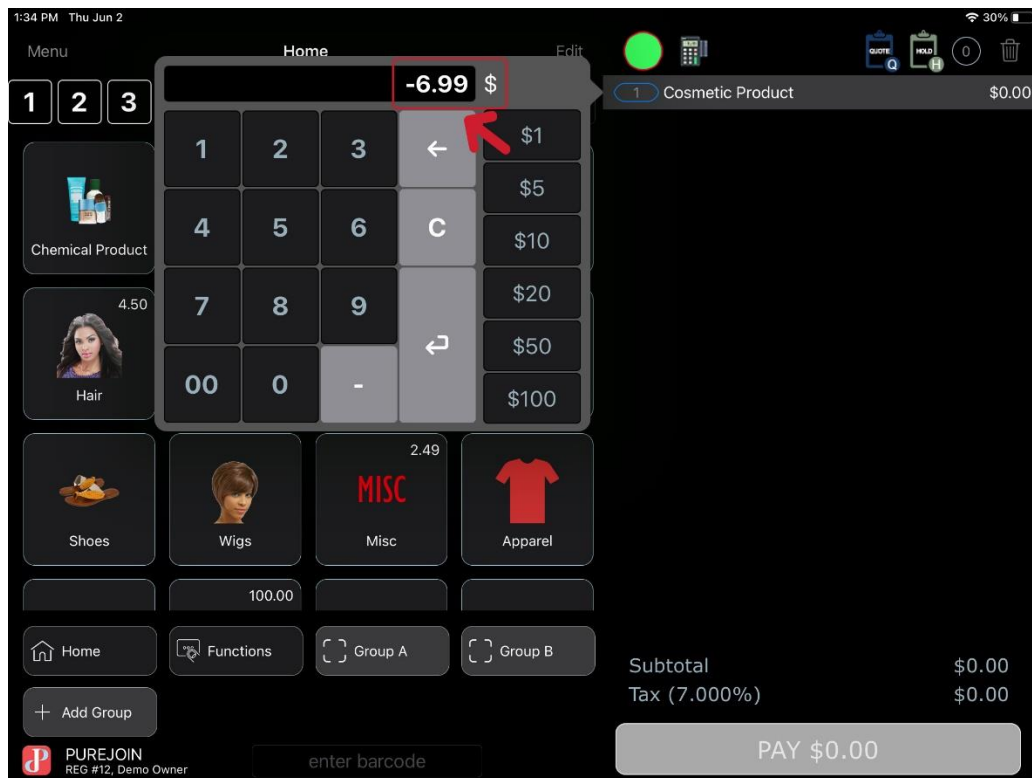
K.3. Choose the transaction and press on “RETURN”. Customer must check in before.



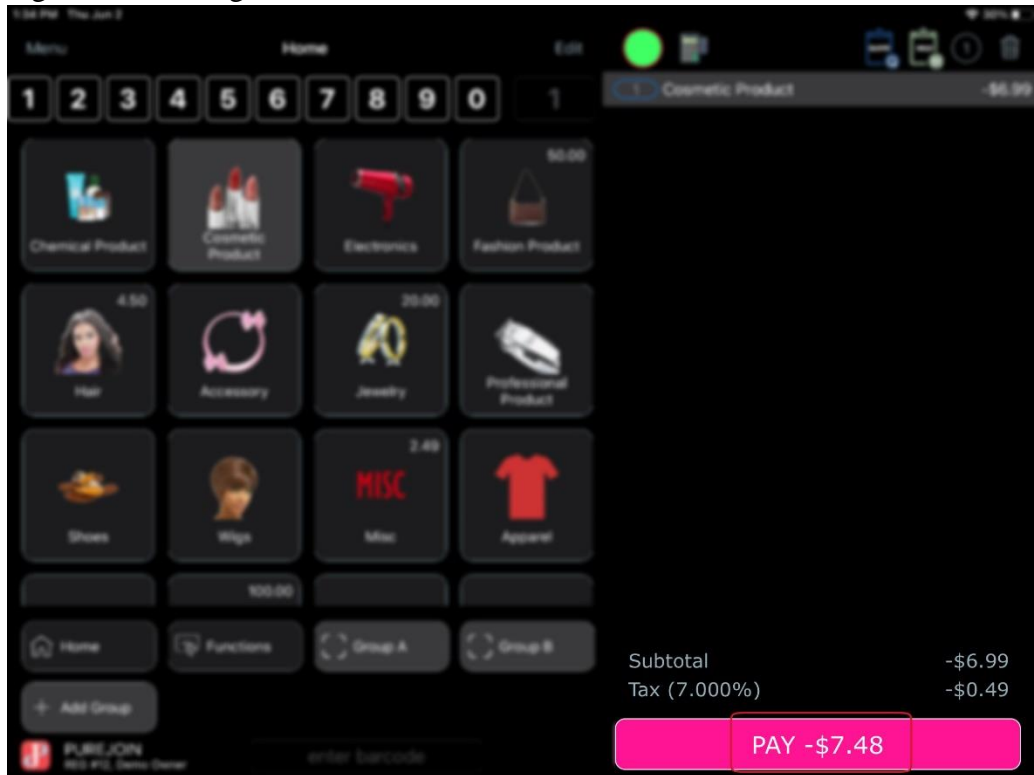
K.4. Press on the Store Credit section and put on the exact amount to return, and it's all done.



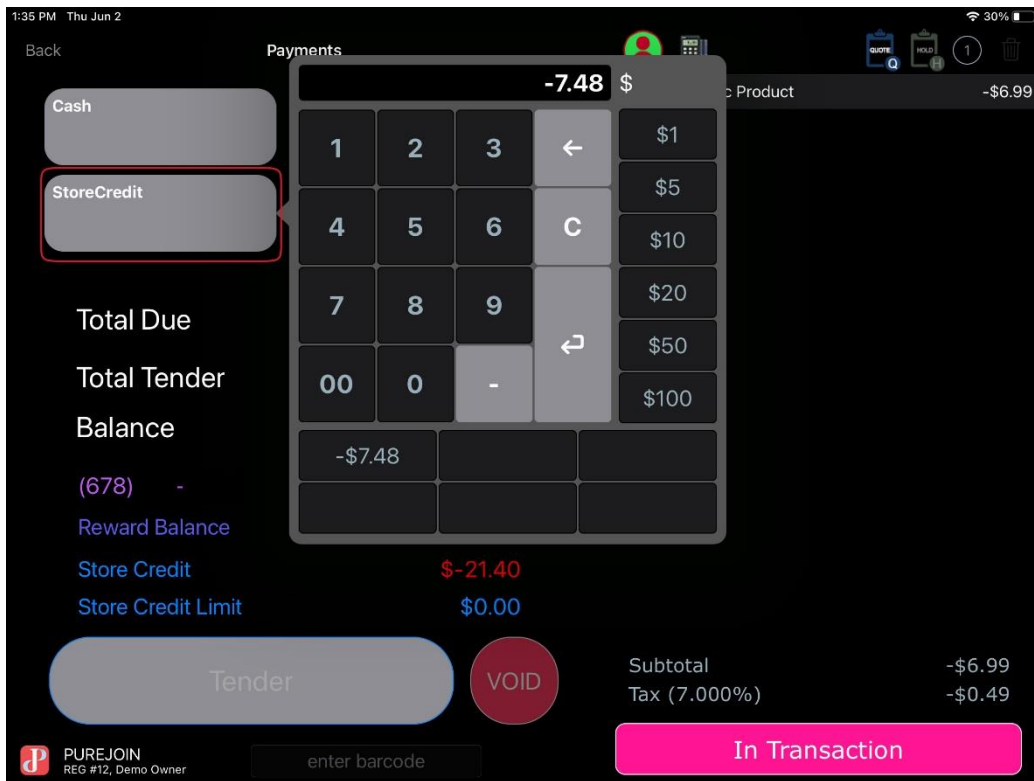
L. Secondly, the customers might not have receipt, so when that happens, just press on any item and enter the amount in negative amount, or scan on the item and set negative quantity.



L.1. Press on charge that has a negative amount on it.



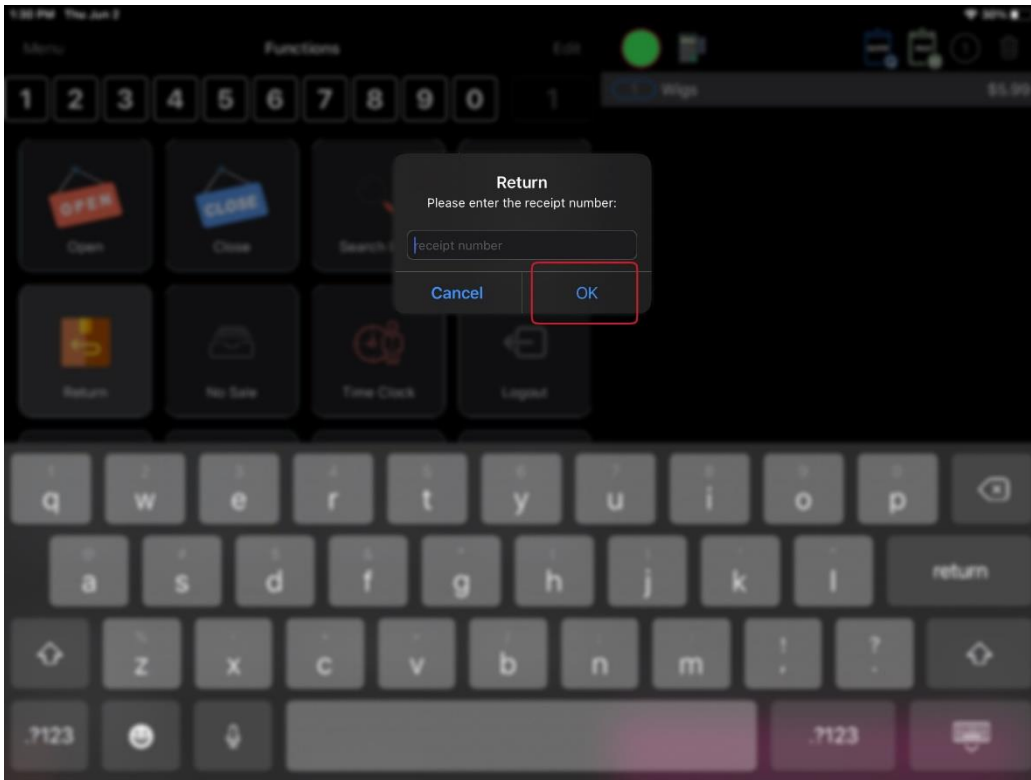
L.2. Press on "Store Credit"



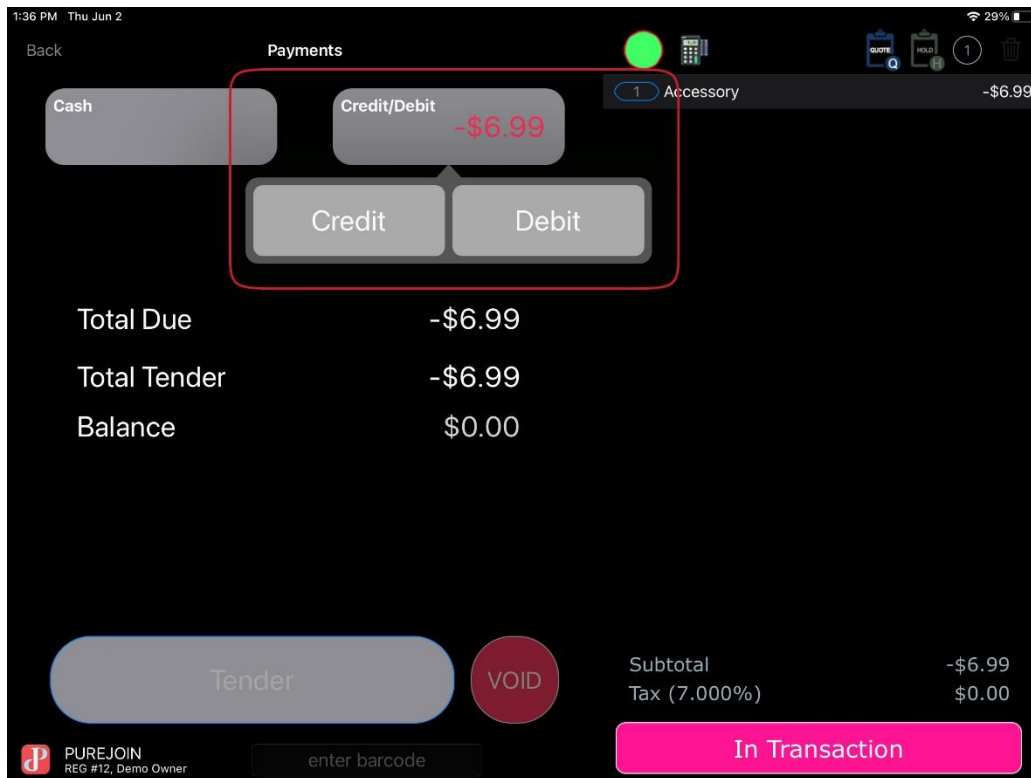
L.3. Touch the button showing exact amount and complete return/store credit transaction.

M. Return to original payment credit card (must have original credit card present):

- M.1. Go to “Functions”.
- M.2. Click “Return” then scan the barcode on the receipt.

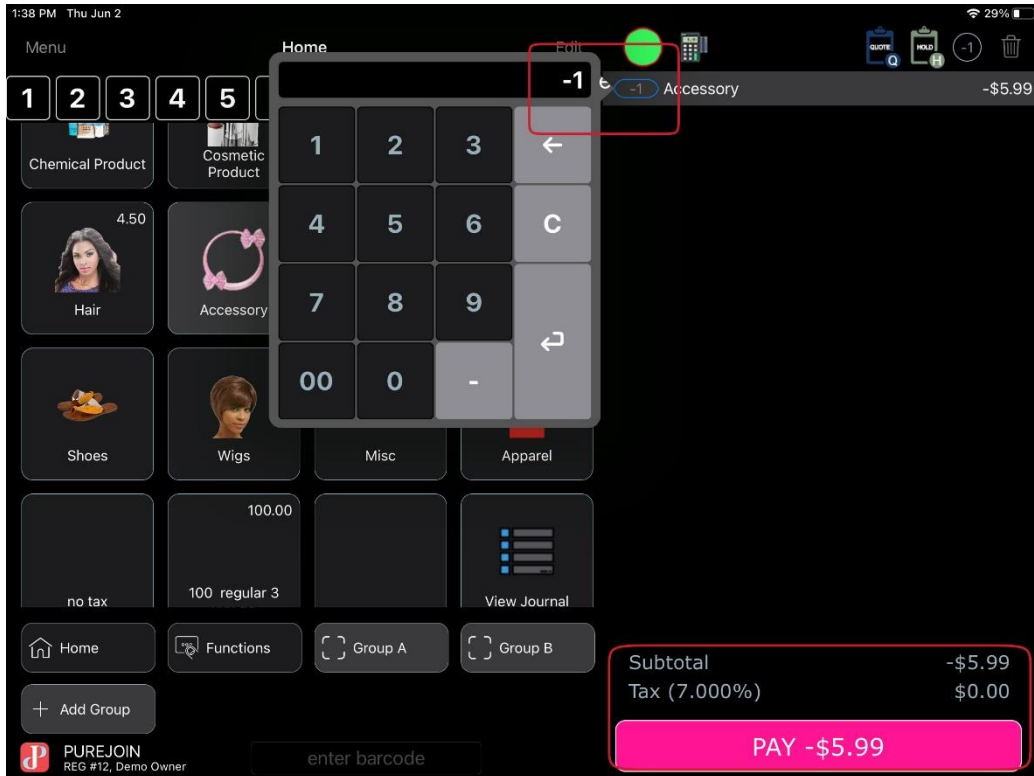


- M.3. Click “Refund” on the bottom right.
- M.4. Insert or swipe the credit card to finish the refund.

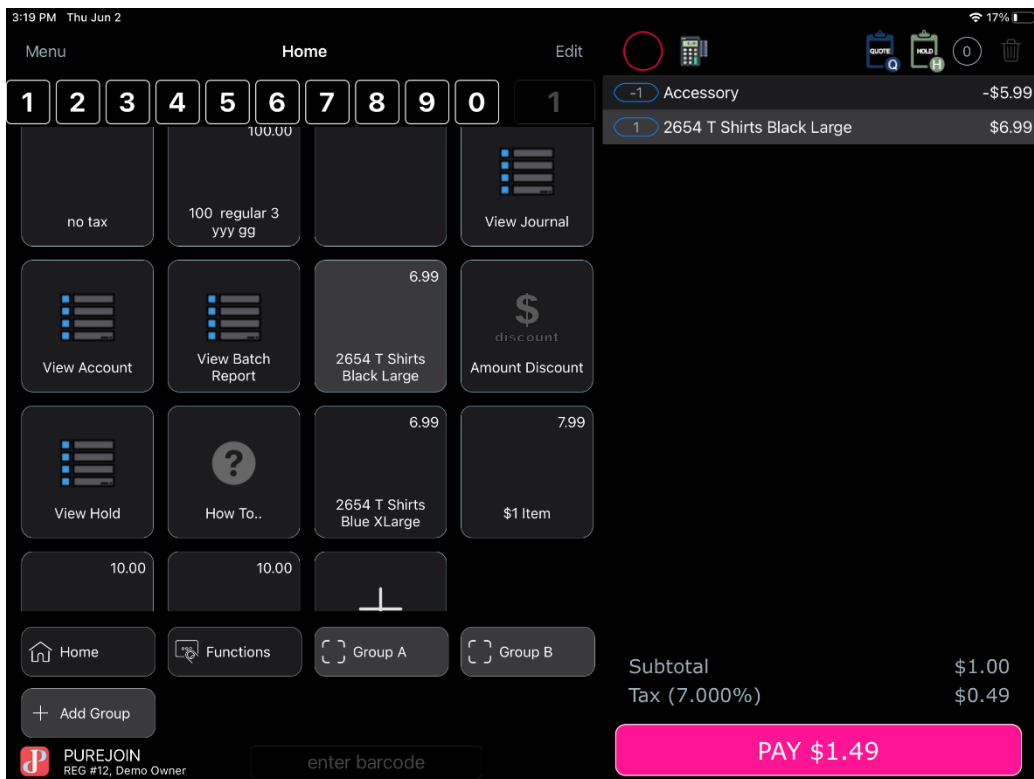


N. Exchange:

N.1. Ring up the item that customer is returning then adjust the "Qty" to "- (minus)"



N.2. Ring up the item that customer is exchanging to.



N.3. Finish the exchange.

Other manuals are available at <https://merchant.PUREJOIN.com/resources/manual>