



Equipment setup guide

Unboxing the equipment

All cables were connected to the equipment prior to shipping. Make sure they are still connected prior to setup.

To set up:

1. Clear a counter space approximately 24 inches wide by 18 inches deep.
2. Unpack the box and lift the equipment tray out of the box.
3. Place the tray on the counter and break the "tear here" perforations on the tray toward the back of the touch screen.
4. Slide the equipment off the tray directly onto the counter.
5. Plug in the surge suppressor (power strip).
6. If needed, plug the network cable into the internet jack. Not needed if using a wireless connection.
7. Press the power button on the bottom (underside) right corner of the touch screen, and it will start.
8. Open the lid of the printer.
9. Load the license paper.
10. Load the ribbon.

Network connectivity and requirements

There are two ways to connect your terminal to the internet:

11. Wired network connection

- Preferred connectivity method.
- Configured for automatic IP setup (DHCP).
- Static IP setup is available (contact the Help Desk at 800-737-6367, 7 a.m. - 7 p.m. ET 7-days a week for assistance).

Wireless (Wi-Fi) network connection

- Optional connection method when a wired connection is not available.

Network connectivity - wired

To connect to a wired network:

- Connect the network cable from your new touch screen to an Internet jack.
- If a longer cable is needed:
 - Open the cable panel on the back of the touch screen.
 - Remove the network cable that is currently attached.
 - Insert the longer cable into the back of the touch screen.

*If you have questions about connecting your device,
contact the Help Desk at 800-737-6367, 7 a.m. - 7 p.m. ET 7-days a week.*

Equipment setup guide *continued*

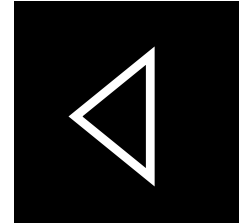
Network connectivity - wireless

To connect to a wireless network:

This terminal has built-in Wi-Fi. An adapter is not needed.

- Press or click the device “Home” button on the bottom of the touch screen.
- Select “Terminal Settings.”
- The next screen shows Wi-Fi off; hit the toggle to turn it on.
- Select Wi-Fi.
- Select the appropriate wireless network.
- Enter the wireless network password.
- Click “OK.”
- The selected network will show “Connected” status.
- If the network was configured correctly, the terminal will be able to connect to the POS application immediately.
 - Press or click the device “Home” button.
 - Select the “License Sales” application.

Home Button



To login

You need your temporary username and temporary password, both of which have been assigned to you. Once logged in, verify your store name is correct by confirming it on the right side of the grey menu bar.

Temporary Username: Your temporary username is based on your new Agent ID. Your new Agent ID can be found on the shipping label immediately before your business name. See the example below. To login, type in DNR- followed by the Agent ID in the username field. Remember to put a hyphen after the DNR (Example DNR-1234).

Example:

1234 – Smith’s Sporting Goods Store
5678 Main Street
3rd floor, Suite 12
Battle Creek, MI 45678

Temporary password: Use Welcomewelcome01 as your temporary password, please note the uppercase “W” on Welcome.

Please create your own unique username and password once your system is operational.

Agent POS

MI DNR Agent Login

Agent ID *
1234

Username *
DNR-1234

Password *
Welcome1

Sign in

DEPARTMENT OF NATURAL RESOURCES
MI DNR POS
Helpdesk: 800-737-6367

1234 - Smith's Sporting Goods Store

Agent Home

Search for Customer Account

Choose an identification option *
Driver's License/State ID

Identification Number *
|

Driver's License State *
Select one...

Date of Birth *
mm/dd/yyyy

Create New Customer Search

Agent Menu Options

- Reports
- Supply Orders
- Bulletins
- Alerts
- User Management
- Leftover Licenses
- DNR Digests
- User Guides

Assistance

800-737-6367, 7 a.m. - 7 p.m., 7-days a week, ET.