

Photo Printing Solutions



PhotoPrintMe!

Operation Manual

v.2.1

mitsubishielectric-printing.com

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INTRODUCTION

PhotoPrintMe is an additional service for Mitsubishi SmartD90 RT printer and Click systems to easily expand your photo printing service to internet. With PhotoPrintMe your customers will not only be able to generate orders from anywhere, but we also offer a wide range of products on our online catalogue.



PhotoPrintME

Business presentation text.

Our catalogue



Touch some point of the screen



<https://shops.photoprintme.com/<YourShopName>>



Scan the QR code or type the link in your phone



When you acquire a PhotoPrintMe subscription you get a highly configurable dedicated website. You can customize the site appearance, manage your products on the catalogue, setup prices, promotions, check statistics and much more. From the same site your customers will be able to upload their photos and create printing orders. The validated orders will be printed on the desired location by defining your picking points.

PhotoPrintMe also supports secure online payment methods (on demand).

QUICK SETUP INSTRUCTIONS

To setup PhotoPrintMe you only need:

- A SmartD90RT or Click.
- An account at www.mecloudprinter.com

Creating an mecloudprinter account

To start using PhotoPrintMe you need an active account at www.mecloudprinter.com. To obtain an account just go to www.mecloudprinter.com/#/register and fill the registering formulary with your shop's data and contact information.



[HOME](#) | [Register](#) | [Support](#) | [FAQ](#)

LOGIN

CREATE AN ACCOUNT

All fields marked with an asterisk are required

Company or store data

<input type="text" value="Company or store name *"/>		<input type="text" value="Address *"/>		
<input type="text" value="City *"/>	<input type="text" value="Zip code *"/>	<input type="text" value="Country *"/>	<input type="text" value="State"/>	<input type="text" value="Region"/>
<input type="text" value="34 *"/>	<input type="text" value="Phone *"/>	<input type="text" value="Tax number *"/>	<input type="text" value="Distributor *"/>	

Contact information

<input type="text" value="Name *"/>	<input type="text" value="Last name *"/>
-------------------------------------	------------------------------------------

User account

<input type="text" value="Email address *"/>	<input type="text" value="Password *"/>	<input type="text" value="Password confirmation *"/>
----------------------------------------------	-----------------------------------------	------------------------------------------------------

I have read, understood and I CONSENT that MITSUBISHI ELECTRIC may send me commercial and marketing communications as described in the Privacy Policy

Keep this account because you will need it in order to renew your licenses or request new subscriptions.

- Once you have created your account, you must activate it. To do this, you will receive a confirmation email. Please check your Spam box if you have not received it.

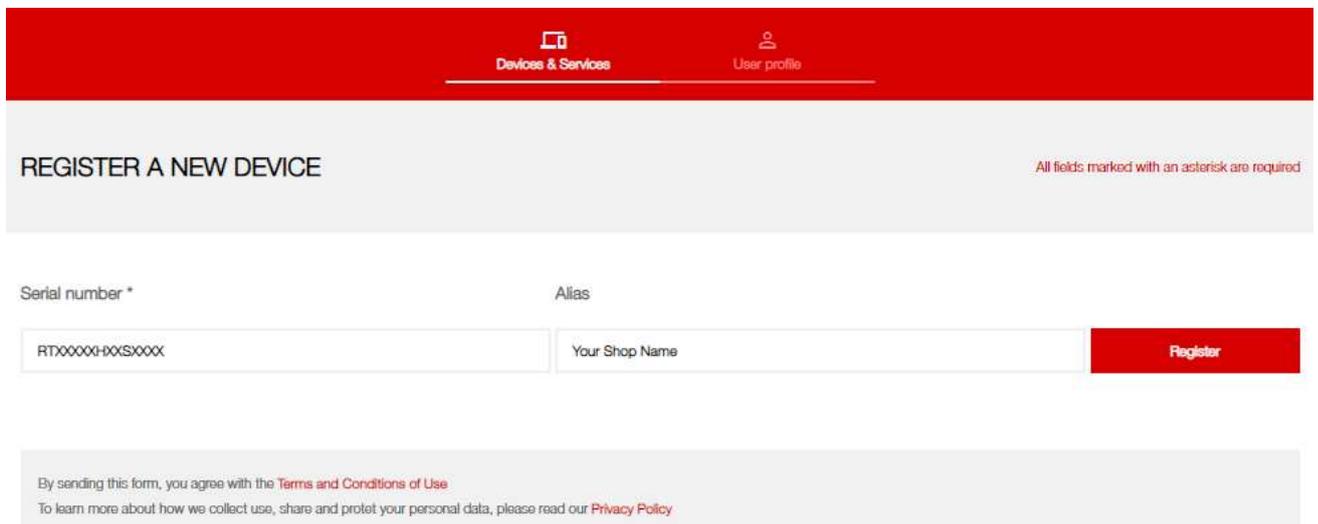
IMPORTANT: You need to confirm that email in order to activate your account.

Registering your smartprinter

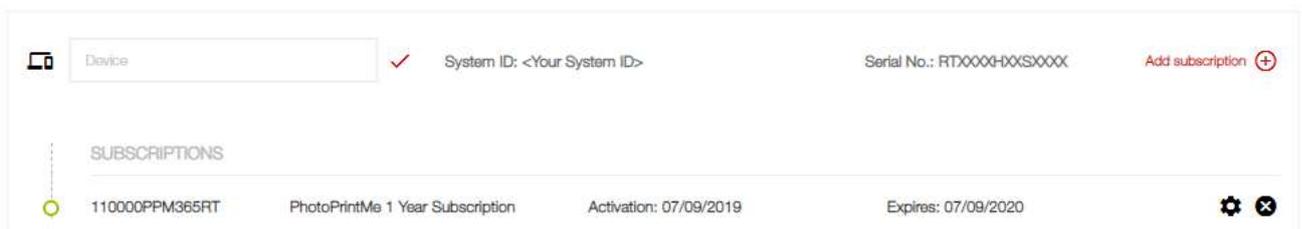
Login with your account and click on the “Register new device” button:



Just enter the Serial number of your SmartD90RT or Click and choose an Alias for your device. The alias is a name that can be used to recognize your device. This is useful if you own more than one device, to identify and distinguish them. Click Register to continue.



Once you registered your device, it will appear at the main page of MECloudPrinter similar to the following image, and the subscriptions associated to it will be displayed like in this example.



CONGRATULATIONS! YOUR PHOTOPRINTME SERVICE IS NOW ACTIVATED. NOW, YOU NEED TO CONFIGURE YOUR PRODUCT CATALOGUE IN ORDER TO SEE YOUR PRODUCTS IN YOUR WEB SITE. TO DO THIS, GO TO:

<https://shops.photoprintme.com/<yoursystemid>/admin>

Accessing shop configuration

To Access the shop configuration you need to go to your shop URL + “/admin/”. For example, in a shop whose public URL is “<https://shops.photoprintme.com/<Your System ID>>”, the settings would be accessible from “<https://shops.photoprintme.com/<Your System ID>/admin/>”.

To enter to this side of the shop, a username and password are required. Find them in the welcome letter inside your equipment. There are two users who can Access the shop’s administration page:

- Operator: This user can only validate orders.
- Supervisor: This user can validate orders and can also access settings and configure all data like shop information, product catalogue, etc...

Once you enter your admin page, you can access to the following configurations:

Settings / Orders / Products / Promotions / Statistics

SETTINGS

Site data: Info

From this site you can setup the general information from your shop. This includes the shop’s name, currency, opening hours and location.

The Code and Account code are internal references to link your shop with the equipment. Do not modify this setting.

The Name will be shown at the top of the home page.

Your shop’s contact info (including address, state, zip phone and email) will be shown with the picking point info during the checkout as well as on the bottom of the home page, under the map on the home page. This mail address will also receive a message each time a user sends an order (except if there is an email address introduced in the specific picking point information).

The opening hours will also be shown as contact information on the home page. You can configure the translations for each language from this field by clicking on the flag icon next to the selected language.

You can also provide a geographical location of your shop, and it will be displayed in the map. You can get more information about this by clicking on the “What is this and how can I get my location?” link.

Settings

Site data > Info

Currency:	<input type="text" value="Euro (€)"/>	
Code:	<input type="text" value="YourSystemID"/>	Account code:
		<input type="text" value="YourSystemID"/>
Name:	<input type="text" value="PhotoPrintME"/>	
Address:	<input type="text" value="Your Address"/>	
City:	<input type="text" value="Your City"/>	Zip code:
		<input type="text" value="01234"/>
State:	<input type="text" value="Your State"/>	Country:
		<input type="text" value="Your Country"/>
Phone:	<input type="text" value="Your Phone"/>	Email:
		<input type="text" value="yourmail@domain.com"/>
Opening hours:	<input type="text" value="Monday to Friday from 8:00h to 17:00h"/>	
	<small>*default value</small>	
Latitude:	<input type="text" value="0"/>	Longitude:
		<input type="text" value="0"/>
What is this and how can I get my location?		
<input type="button" value="Save"/>		



carretera central
 barcelona
 08001
 +(34) 222333444
 example@domain.com
 Monday to Friday 8:00h to 17:00h

Site data: Terms and Conditions

At checkout, customer has to accept the terms and conditions to continue. From this tab, you can configure the text to be read if customer clicks on the “Terms and Conditions” link. You can configure the translations for each language from this field by clicking on the flag icon next to the selected language.

Settings

Site data > Terms & Conditions

Set the Terms & Conditions of your shop: English

Add media

Paragraph **B** *I*

Site data: Privacy Policy

From this tab you can edit the text that will be shown as the privacy policy. It is very important to communicate your privacy policy to the end user. You can configure the translations for each language from this field by clicking on the flag icon next to the selected language.

Settings

Site data > Privacy Policy

Set the Privacy Policy of your shop: English

Add media

Paragraph **B** *I*

IMPORTANT: *Terms&Conditions must be clear and updated. Remember that you have a responsibility with your customers since they share personal data through the platform.*

Site data: Business Presentation

The business presentation is a text that the user will see on the top of the main page. You can use this area to describe your business and give general information to the user.

You can configure the translations for each language from this field by clicking on the flag icon next to the selected language.

Settings

Site data > Business Presentation

Business presentation to show on the web version: English

Add media

Paragraph **B** *I*

Site data: Business Footer

The business footer is a text that the user will see after the catalogue in the home page. You can use this area to give more information to your clients.

You can configure the translations for each language from this field by clicking on the flag icon next to the selected language.



Settings

Site data > Business Footer

Business footer presentation to show on the web version: English



Site data: Edit Shop URL

Each shop has two sites. The shop URL and the alternative URL. You can customize the shop URL. This will be the primary address of your shop.

The resulting URL will be generated from this field and will look like:

<https://shops.photoprintme.com/<The value you have set>>

The other one is unique for your shop and you cannot modify it. This one usually corresponds to your equipment's System ID.

Note: If the URL you have chosen is already in use, you will receive a message. In this case you will have to choose another name.

Look & Feel

The new PhotoPrintMe allows you to customize your shop appearance uploading your own logo and your corporate colors.

Customize Colors

To change colors just click on the colored rectangle button and a color picker will appear. You can change two colors:

- The color of the finish order e-mail. This will be the contrast color of the email that is sent to the customers once their order is confirmed.
- The primary color of the shop. This color is the contrast color of the shop elements and will be used to draw details such as article labels backgrounds, content separators, monochrome icons...

Settings

Site data > Edit Shop URL

Shop URL's

Shop URL:*

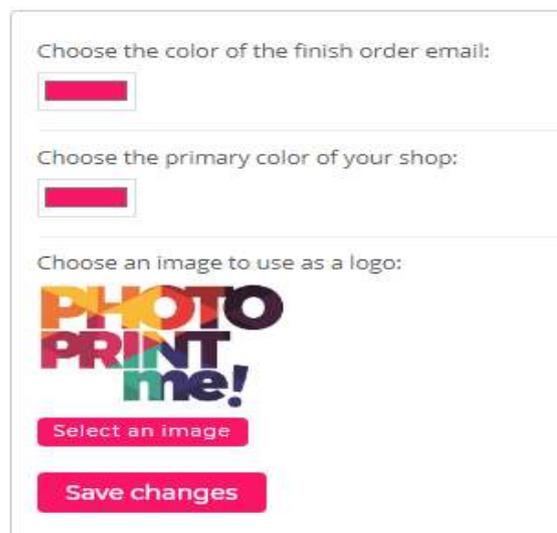
<https://shops.photoprintme.com/>

Only lowercase letters (a-z), numbers, and hyphens are allowed.



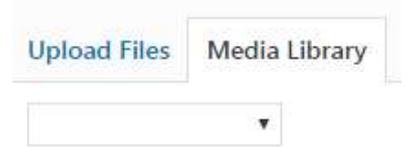
Settings

Look & Feel



Change your logo

You can use your own logo, which will be shown on the header bar. Additionally, you can upload your own image from the "Upload Files" tab. Just click on "Select an image" and "drag and drop" an image from your computer to upload it. Then click on "Select" and the image will be set as your shop's logo. There is a size limitation of 1MB, if your logo is too large, try reducing the size or compressing it. You can also use an image that you previously uploaded to your media library as supervisor from the Media Library section. Don't forget to click on "Save Changes" to keep the changes.



Points of Sale

On this section you will see the list of your points of sale. A point of sale is a location where the user can physically go to pick up his order. To access the details of each one, click on the edit button in the "Actions" column or over a point of sale (in red). You can then modify the information from that point.

Point of sale overview

This is a quick overview of the point of sale settings, plus a summary of the orders that were received on that pickup point.

Settings

Title	Address	Set as point of sale	Actions
#9 - PhotoPrintME	Your Address - Your City (Your State)	<input checked="" type="checkbox"/>	

There you can also see operator's login data such as username and e-mail.

By clicking on the edit button from the operator section you will be redirected to a form to reset the operator's password. This requires a minimum length of 6 characters and at least one uppercase and one number.

Point of sale settings

You can setup a name for each point of sale using the title field.

The code is an internal reference to associate your printer with the shop. Do not modify this setting.

Settings

Points of sell list ↑

Data

PhotoPrintME

Your Address - Your City 01234 (Your State)

Your Phone lomain.com

0 - 0

Operator

operator

operator@imaxel.com

Orders

No orders received yet

The contact data given on this form will be visible in the ticket after finishing an order. The e-mail configured on this form will receive messages when orders are created in this point of sale.

The opening hours will also be shown as contact information on. You can configure the translations for each language from this field by clicking on the flag icon.

Note: If this email address is added, then the email address in the site data info settings will not receive any message.

Settings

Summary ↑

Title:	Code:
<input type="text" value="PhotoPrintME"/>	<input type="text" value="YourSystemID"/>
Address:	
<input type="text" value="Your Address"/>	
City:	Zip code:
<input type="text" value="Your City"/>	<input type="text" value="01234"/>
State:	Country:
<input type="text" value="Your State"/>	<input type="text" value="Your Country"/>
Phone:	Email:
<input type="text" value="Your Phone"/>	<input type="text" value="yourmail@domain.com"/>
Business Hours:	
<input type="text" value="Monday to Friday from 8:00h to 17:00h"/>	
Latitude:	Longitude:
<input type="text" value="0"/>	<input type="text" value="0"/>

[Modify pickpoint](#)

Profiles

The PhotoPrintMe is a flexible platform that can be used in different ways.

Depending on where the order is created, PhotoPrintME behavior may be different. For example, frontend appearance can be configured in different way for remote use from their homes and for local use at the shop. This is where profiles take importance.

There are two available profiles: Kiosk and Full.

Full profile

In this profile you will be able to add extra information about your business, your promotions, etc... Customers can create their orders from their home, and they will see your business information at the top of the Website.

Kiosk Profile

Kiosk profile is a simplified version of full profile that has been optimized for local use at your shop.

The main idea of this profile is to make the order creation process as fast as possible. This is ideal if you can offer to your customers a dedicated computer, placed on your establishment to create their designs at the moment next to the picking point. Only products will be visible, no additional information

Accessing Profiles

You can change your default profile in this menu. Original condition is to have Full Profile as default, even both Full and Kiosk profiles are activated

Profiles

Which profile do you want to use as default?

Full

Save

Note: You can check each profile URL on the "Fronted Links" section, as a supervisor

Receipts

The receipt is the last screen that the customer will see after finishing an order. It shows the order summary (product and price) and pickup information.

This setting has to be set up independently for each profile. You can set up for Full profile and for Kiosk profile.

Tickets

You can set a different receipt message for every profile available in your shop.

#4 - Full

Configure receipt

#5 - Kiosk

Configure receipt

The process will be the same for both profiles.

You can configure a custom Header and Bottom text which appears respectively at the top and bottom of the receipt page.

This text supports Multilanguage, so if you click on the flag icon you will be able to setup the translations.

You can also change the image that appears on this screen by your own logo or a promotional banner. (Only applies to the ticket on a 10x15)

Note: Ticket 10x15 is Optional-On Demand

#4 - Full receipt

Header message: 

*default value

Promo image



Select image 

Bottom message: 

Save

Payments Data (OPTIONAL-ON DEMAND)

It is possible to set up different payment method for both profiles.

The payment method for PhotoPrintMe is based on manual validation. By default, when the user submits an order he has to go to the shop attendant to pay. Note that at least one method must be enabled to allow the user to finish the checkout process. Stripe / PayPal / MyRedsys (only Spain) menu will only appear if you have requested online Payment to Mitsubishi Electric.

Payment Methods

Configure here the payment gateways data.

#Cash on delivery

Configure

#myredsys

Configure

#stripe

Configure

[What is Stripe?](#)

Payments flow (OPTIONAL-ON DEMAND)

In this menu you will be able to activate each of the validation method on each of the profiles, and set up the validation flow of each of the payment method you have active.

Payment Methods

Enable or disable the available payment gateways for each profile and configure it's order flow.

Full

#cod Orders flow	<input checked="" type="checkbox"/>
#myredsys Orders flow	<input type="checkbox"/>
#stripe Orders flow	<input checked="" type="checkbox"/>

When a customer sends an order, it is added to the validation queue. The orders need to be validated before being transferred to the printing queue. To print an order up to two actions can be required depending on the configured flow: order validation and printing validation.

Order validation. This action is done by the operator and it is intended to be done after the customer performs the payment.

Printing validation. This action is performed by the customer or operator, once the user is at the pick point.

To modify the payment protocol click on Orders Flow button.

Select the order flow when placed with this payment method on this profile.

Automatic Validation

Enable

If active, the order will be automatically validated once placed by the customer. Otherwise someone will have to validate it manually.

Automatic Printing

Enable

If active, the order will be printed automatically once validated. Otherwise someone will have to print it manually.

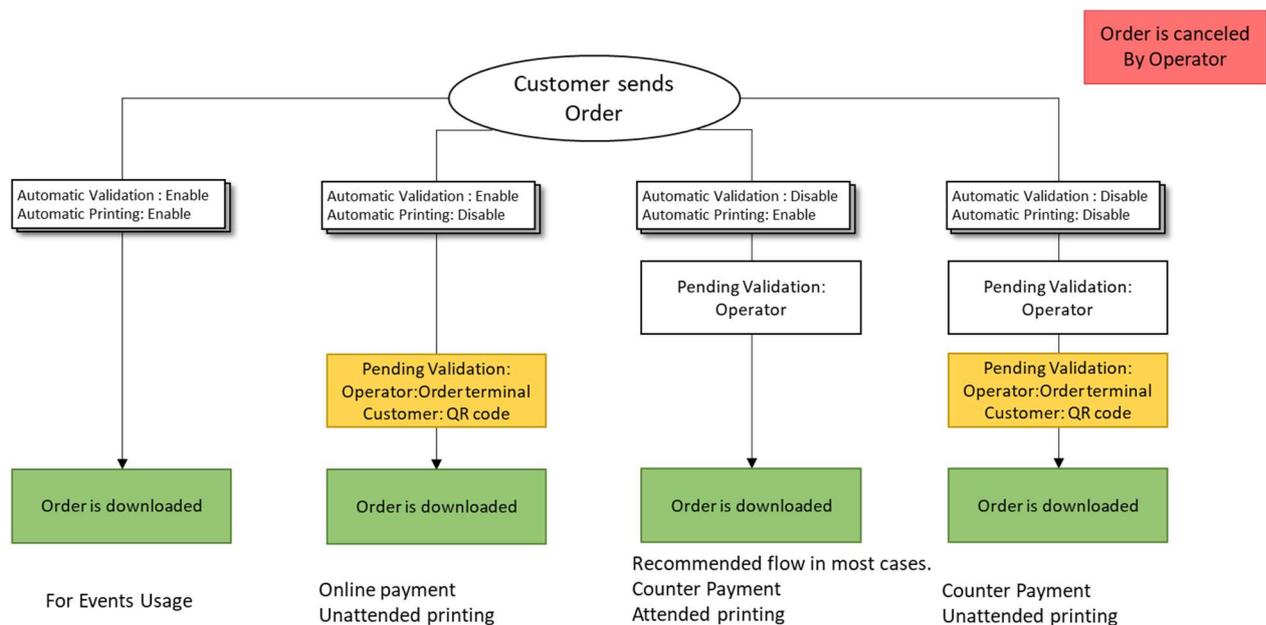
Save

From this setting you can define which steps are going to be required to validate and print an order.

There are four possible combinations:

Automatic Validation	Automatic Printing	Resulting Flow
Disabled	Disabled	Operator has to validate the order Then, User (or again operator) has to unlock it to be printed (user can do it by ticket QR or code) (operator can do it in admin website)
Disabled	Enabled	Operator has to validate the order (in most cases this action will be done after payment) then order is sent
Enabled	Enabled	No validation required. Orders are sent right after checkout. This flow is ideal for events, where a large amount of orders is submitted and the validation is not wanted
Enabled	Disabled	The order has to be unlocked at the printing point. (operator or user can do)

Flow Diagram



ORDERS

Product Validation is done from the same shop’s administration page as settings.

To validate orders you need to login as operator or supervisor and go to the “Orders” tab from the header menu. On this page you will see a table listing all the orders, where each row represents an order.

When Automatic Validation is Disabled, operator must access to this menu to validate orders

The screenshot shows the 'Orders' management page. The top navigation bar includes 'Settings', 'Orders' (highlighted with a red box), 'Products', 'Promotions', and 'Logout'. The main content area is titled 'Your Orders' and contains a table with the following data:

Actions	Status	Order	Date	Product	User	Shop	Total	Payment
	Pending	#1070003274	2019-09-02 / 13:07:33	5 x Photos 4x6inch . 1 x Photos 4x6inch .	clientmail@domain.com	PhotoPrintME	3.00 €	In store
	Canceled	#1070003273	2019-09-02 / 13:03:04	1 x Photos 4x6inch .	clientmail@domain.com	PhotoPrintME	0.50 €	In store
	Printed	#1070003271	2019-09-02 / 13:01:48	1 x Photos 4x6inch .	clientmail@domain.com	PhotoPrintME	0.50 €	In store

Color codes are explained in previous chapter (see flow diagram)

When Automatic printing is disabled, the customer can unlock the order at the printing validation screen using a QR code or the alphanumeric code given in the receipt.

The operator can also force this validation through the Orders list in admin page.

- **Validate.** Validate Pending orders by clicking on the printer button. A popup with order details will be shown, click “Validate” to print, or “Validate + Ticket” if you also want to get a ticket (See ticket). You can also cancel orders from this action. They can be recovered later.
- **Cancel/Recover.** Cancel or Recover previously Canceled orders by clicking this button, restoring the client’s order without needing to repeat it.
- **Ticket.** You can click on this button to see detailed info about validated orders, with option to export the ticket to PDF. This way you can send it over e-mail to your customer, or print it with a local printer (Not the SmartD90 RT).

The screenshot shows the printing validation screen. At the top, it says 'Type your order code to start printing' with a dashed input field. Below is a numeric keypad (0-9) and an alphanumeric keypad (Q-Z, DEL). The screen displays 'In-store payment' with a 'Total: 0.50 €'. Under 'Customer details:', there are input fields for 'Client Name', 'Client Surnames', '123456789', and 'clientmail@domain.com'. At the bottom, there are three buttons: 'Cancel order' (red), 'Validate + Ticket' (green), and 'Validate' (green).

Checkout

In this menu you can configure the checkout form from your shop. Checkout can be configured separately for each profile if you have two profiles activated.

Click on the button **Configure checkout** to access the checkout menu.

The minimum order amount is the minimum amount that the user will have to pay if an order does not reach that value. For example, if you set a minimum of 0.50€ and the selected products cost 0.20€, the user will have to pay 0.50€. If the order costs more than this value the amount will not be affected.

The extra order amount is a fix cost that will be always applied to the total cost and will be always the same amount. This is independent from the order cost. You can use this setting for example if you want collect a fee for the operator service on each order. You can customize the texts of this two settings by clicking on the flag icon as well as their translations for each language enabled in that shop.

Select the fields you want to use in the checkout form

Field	Active	Required
Customer name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer last name	<input type="checkbox"/>	<input type="checkbox"/>
Customer company	<input type="checkbox"/>	<input type="checkbox"/>
Customer phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer address	<input type="checkbox"/>	<input type="checkbox"/>
Customer city	<input type="checkbox"/>	<input type="checkbox"/>
Customer postcode	<input type="checkbox"/>	<input type="checkbox"/>
Customer state	<input type="checkbox"/>	<input type="checkbox"/>
Customer country	<input type="checkbox"/>	<input type="checkbox"/>
Business Purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Privacy Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Terms & Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

#3 - Multikiosk checkout

Minimum order amount

Set the minimum order amount message: 

Minimum order ammount

**default value*

Set a minimum order amount (leave empty or 0 if don't want to use it)

0.00

Extra order amount

Set the extra order amount message: 

Extra ammount

**default value*

Set an extra order amount (leave empty or 0 if don't want to use it)

0.00

Next you have the form field configuration. With this settings you can configure which data you want to collect from your customers during the checkout.

All the fields you mark as "Active" will be visible for the user.

- If you only set the "Active" checkbox, it will be optional for the client.
- If you also enable the "Required" option for the same field, the user will not be able to finish the checkout until he provides that information.

The three last fields are Business Purposes, Privacy Policy and Terms & Conditions. The user can accept them or not by marking a checkbox. If they are set as required, the checkout won't be completed until the user does not accept them.

Note: It is recommended to enable and require at least the fields seen at this screenshot. This way you will be able to identify the customer once he presents in the pickup point and contact him/her in case there was a problem. You will also be sure that he has accepted the Privacy Policy and Terms & Conditions of the service, which almost always is needed.

Edit Barcode

Your receipts can be configured to generate a barcode, which can be useful at the moment of the payment. Barcodes are composed by blocks, which can be combined to form custom data structures. There are 3 kinds of blocks, which can contain up to 4 different types of information:

- Fixed. This allows you to write an arbitrary code into your barcode, for example the shop number.
- Variable: This block type allows you to include product information such as product price or product reference in the generated barcode. The reference will be the one set on by the supervisor on the catalogue, and the price will be the price of the article without decimals. For example an article which costs 1.99 will be represented as 199.
- Calculated. This block can be used to validate the integrity of GS1 barcode content. This process is automatic and you don't have to do anything.

There are also up to 11 supported barcode formats like EAN 13, CODE 128, CODE 39, PHARMACODE and more. To configure the barcode generation you need to select the barcode algorithm. The most common is EAN13. Note that with EAN13 the code length must have exactly 12 digits. Next, you need to decide your data structure, for example:

Type	Fixed	Product Reference	Product Price
Length	A	RRRRRR	PPP PP
Example value	5	012345	999 99

Once you have decided which information your barcode will contain, you have to define one block for each non-contiguous value type. For this example we would need 3 blocks: One fixed with a length of 1, one variable with the value set to "Reference" and a length of 6 and another variable with the value set to "Price" and a length of 5.

Note: Every time you change the block amount, all the blocks will be cleared and you will lose the barcode configuration.

Digital Signage

From this page you can configure the images you want to display on the printing validation screen while it is not being used. You can add as many images as you want and you can also set up the waiting time to start to appear and the display time for each one of them. If you have a SmartD90RT this page will be displayed through the HDMI out or VGA out of your equipment. A monitor connected to it will display these images as well as it can be used as a user validator.

Digital Signage

Configuration

Transition time (Seconds) :

Inactivity time (Seconds):

Main caption: 

Save

Slides

 #1 -  

 #2 -  

Frontend Links

Each profile has a specific URL. Accessing the shop with that link will load the associated profile settings. This way, the same shop will have three URLs that you can see in this menu.

- The main URL. This URL will open your shop with the default selected profile.
- The other URL will display the site with the Full profile, which is configured for home/remote use.
- The last URL will display the site under the Kiosk profile, which is optimized for local/store use.

From this menu you will be able to get the related links and QR code of your Website. The default mode will always be specified. You can download your QR codes as an image by clicking on mouse right click being on top of the QR image and select “Save image” save it to your PC and print it if you need.

Frontend Links

Sales frontend main link

<https://shops.photoprintme.com/<Your System ID>>

If no mode is selected this link will load the last mode used in the device or the default mode.

QR code



Sales frontend modes

Link to Full mode (Default mode)

<https://shops.photoprintme.com/<Your System ID>/profile/mk>

Copy and paste this link or QR into the promotional material to be shown to your clients.

QR code



Languages

From this page you can choose the languages that will be available for your shop. There are many available languages that you can enable if you want.

Adding languages to your shop

To add a language to your shop just open the dropdown menu and select the language you want to add and click on the “Add Language” button. The language will be added to the current available languages list.

Changing the default language

The default language of the shop is the language that will be used to display the administration page. This will be also used as the default for the end user.

To select the default language just click on the checkbox on the “Default” column on the row corresponding to the language you want.

Add a new language to the site

-	▼
-	
Catalan	
German	
Spanish	
French	
Italian	
Portuguese	
Dutch	
Swedish	

Languages

Current available languages

Default	Language	Delete
<input checked="" type="checkbox"/>	English	
<input type="checkbox"/>	German	

Add a new language to the site

-

Add language

Removing languages from your shop

You can disable languages for your shop by clicking on the trash bin icon for the language you want to delete. Note that you can't remove a language while it is marked as default. If you want to remove the language that is currently set as default, you would first need to set another default language.

Editing Custom Translations

PhotoPrintMe has Multilanguage support, which means that the users can visualize the application in different languages.

This is easy for the end user. The new PhotoPrintMe has got a language selector on the top menu which allows to switch the application display language. When the translation for the user's language is not available, the default text will be shown. The application provides translations for almost every text and the only thing the supervisor has to do is to provide the translations for some custom fields. This can be done from settings. Each text field has an option to enter translations. The default text (when there is not an available translation) can also be configured from the translation menus.

Translating short texts

Click on the flag icon next to the related text box and a dialog like this example will appear. Here you will have a textbox for each available language. Enter all the translations you want for this text and click save when you finish.

Opening hours (default):
Monday to Friday from 8:00h to 17:00h

Opening hours (en):

Opening hours (ca):

Opening hours (de):

Opening hours (es):

Opening hours (fr):

Opening hours (it):

Opening hours (pt):

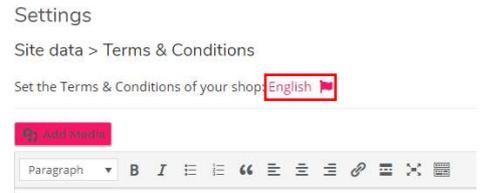
Opening hours (nl):

Opening hours (sv):

Save

Translating larger texts

PhotoPrintMe has a Multilanguage interface, so you have the option to translate large texts to any enabled language. You can switch the text editor to another languages by clicking on the flag icon next to the current language.



This popup will be displayed. Here you can select the language you are editing to translate the text.

Once you click on “Select”, you will change the selected language, and you can use the same text area to enter the translations to the selected language.

PRODUCTS

Catalogues

PhotoPrintMe products are created by Mitsubishi and they are collected in Catalogues. These catalogues are shared between PhotoPrintMe stores. Your shop will have a catalogue named “SmartD90RT Multilanguage” or “Click Multilanguage” depending on your equipment. This catalogue contains a variety of products designed for your SmartD90RT or Click.

You can configure your shop’s catalogues from the catalogue tab on the settings page. Just click on the “Configure” button on the catalogue you want to setup.

Catalogues

Available catalogues



You will see that the catalogues are structured in folders. The main folder is called root. All the content at this location will be shown at the start page.

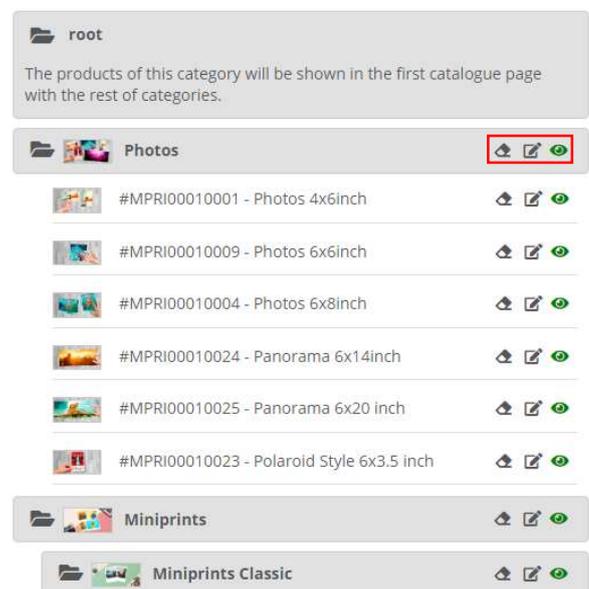
On the main catalogue products are organized on the following categories: Photos, Miniprints (Subdivided in Small, Medium, Classic and Large), Collage, Greeting Cards, Calendars, Albums, Photo Strips and Bookmarks.

By clicking on the Visibility button  you will show or hide a product or category in your shop page. Use this button to enable or disable the articles that you offer to your customers.

By clicking on the Reset button  you will restore the article or the category to its default settings. Note that all the modifications you made (translations, references, custom prices...) will be lost.

Catalogues

Catalogue: #7 - SmartD90RT Multilanguage



By clicking on the Edit button  you will be able to modify the settings of a product or a category.

Name 
Collage

Modify category

Image



Select image

Save

This is the QR code of your category. You can print and share it among your customers so they can access it.



Category Settings

The available settings for a category are the following:

The Name is the text that will be shown to the user on the client side of the store. This is a Multi-Language field so you can edit the translations.



Product Settings

For each product you can define a reference. This reference will be mainly used with the Barcode feature, to generate a code that can be scanned by the shop attendant at the pickup point. If you implement EAN 13 barcode, the reference must only contain numbers.

You can also edit the product display name that the user will see on the product selection page.

The next fields are the short and the long descriptions. This descriptions only appear in the product detailed page, when it is enabled.

Use the short description to describe the product and the long description to give more detailed information. They are also translatable.

Also you will see a QR code and an URL. They will redirect you to the product detailed page, even the detailed product page is not activated. So you can use them on promotional media to take users directly to the product without having to select it manually.

Finally you have the detailed page of the product setting.

When this feature is enabled, when the user selects a product, it will see the detailed product page before creating his order.

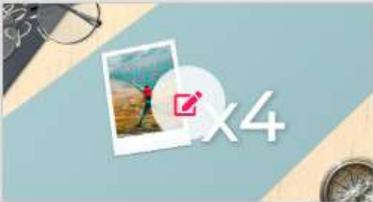
The detailed product page gives to the user the product name and image, the short and long description and the product price.

Product Variants

Product reference

Change the product name: 
MiniPrint Small 2x3inch

Change the image



Short description: 

Long description: 

This is the QR code of your product. You can print and share it among your customers so they can access it.



Do you want to use the detailed page of the product in the navigation of your catalogue?

Save

Product Prices and Variant Settings

If you click on the Variants tab on the product settings, you will be able to configure the prices. You can setup price ranges for any product. This way, the individual cost of the prints will depend on the amount.

If a product has more than one variant, you can setup different prices between them. You can also disable specific variants by unchecking the "Use variant" field.

Product Variants

#0001000

From	Prints (€)
1	0.50
35	0.40
50	0.25
Enter new range.	Enter new price

Use variant

Save

PROMOTIONS

PhotoPrintMe allows you to create promotional codes. This codes will allow your customers to obtain discounts or free products from your shops.

Promotions list

To setup promotions you have to login as supervisor into your shop and go to the promotions tab from the header menu. If you have set any promotion, it will appear in your promotions list.

PHOTO PRINT me!

Settings Orders Products Promotions Statistics Logout

Welcome Client name (supervisor)

Promotions list

New promotion

Code	Type	Quantity	Usage	Products	Expiry date	Actions
PROMO1	Fixed	1.5	0 / 1000		2020-01-02	
PROMO2	Percentage	25	0 /	MPRI00010101:...		

The promotions are defined by a promotional code. When the user enters this code during the checkout, the promotion will be applied. The codes are introduced by the supervisor in the promotion editor and can be changed at any moment by clicking the Edit button under the Actions column of your list.

New promotion

Click on “New promotion”, on the left menu and the promotion editor will appear.

There are two kinds of discounts to be applied:

- Fixed: A fixed discount amount will be applied to the price. The Quantity on fixed promotions will represent the amount that will be discounted. Example: to discount 1.5€, quantity has to be set to 1.5 on the quantity field.
- Percent: This discounts X % of the product price.

Promotion Usage Limits: Promotions can be limited by the supervisor by setting usage limits. You can set limitations to:

- Total usages: How many times the code can be used by anyone. After reaching that number the promotion will expire.
- Per user: How many times a single client can benefit from this code. Note that when this option is enabled, the e-mail field from checkout must be set as required.

Promotions

Promotions list ↑

Promotion code:

PROMO1

Discount type:

Fixed

Quantity:

1.5

Usage limit:

1000

Usage limit per user:

2

Expiry date:

2020-01-02

Apply to products:

Write down the product ID's separated by ','

Modify promotion

Expiry date: Another way to terminate promotions is setting an expiration date. When this date is reached, the promotional code will be disabled automatically and will not be available for the clients.

Apply to products: When you setup a promotion, by default it can be used with any product of your shop. But you also have the option to target the promotion to concrete products. To restrict a promotion to a specific product, you only have to write the ID on the following field. If you want to lock the promotion to more than one product you can write their respective IDs separated by a comma ',' on the same field. Leave this field in blank to apply the discount to the whole receipt.

You can get the product IDs from the catalogue. Products>Configure (on any available catalogue) and before the product name you will see a reference starting by #. These are the product codes that are required while defining promotions. You must not copy the #, only the letters and numbers.

Editing and removing a promotion: To edit existing promotions, go to the promotions tab from the header menu as supervisor. Then click on the edit icon at the end of the promotion's row. The promotion editor will appear.

To delete it, just click on the trash bin icon.

Catalogues

Catalogue: #7 - SmartD90RT Multilanguage

 root	The products of this category will be shown in the first catalogue page with the rest of categories.
 Photo Prints	
 #MPRI00010001 - Photos 4x6inch	
 #MPRI00010009 - Photos 6x6inch	
 #MPRI00010004 - Photos 6x8inch	
 #MPRI00010024 - Panorama 6x14inch	
 #MPRI00010025 - Panorama 6x20 inch	
 #MPRI00010023 - Polaroid Style 6x3,5 inch	

Coupon visibility

In this menu you can select where to show the coupon for each profile.

Promotions

Edit the visibility of the coupon on Cart and Checkout page

Profile	Cart Page	Checkout Page
Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kiosk	<input type="checkbox"/>	<input type="checkbox"/>

Your cart will look like this where you will be able to add the coupon code and click the button to apply the discount.

Product	Price	Quantity	Subtotal
 Photos 4x6inch .  Edit Frames: No frame	€0.40	1	€0.40
Quantity of copies: 1			
<input type="text" value="Coupon code"/>	<input type="button" value="Apply coupon"/>	<input type="button" value="Update cart"/>	

Cart totals

Subtotal	€0.40
Total	€0.40

STATISTICS

The statistics page can help you to analyze many things and improve your service. With the collected data you can see which are most sold products, the preferred formats, your earnings and more.

Orders Statistics

Check and export all information about the orders of this site.

Export statistics

From: <input type="text" value="mm/dd/yyyy"/>	To: <input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Get orders"/>
<i>Select a valid range of dates to download the orders information.</i>		

To start visualizing this information go to the statistics tab as a supervisor and select a period of time with the date pickers. Then Click on “Get Orders” and all the orders between that dates will be shown.

If you want to perform a more advanced study, you have the option to export the data into a CSV file. The CSV is a format that can be imported from most spreadsheet software, such as Microsoft Excel or LibreOffice Calc. This way you can perform data filtering and processing as well as generating charts.

Export statistics

From: To: [Get orders](#) [Download CSV](#)

Order	Date	Product	User	Payment	Delivery	Total	Status
#0880003268	2019-09-02 / 12:49:36	1 x Photos 4x6inch .	clientmail@domain.com	Online	PhotoPrintME	0.50 €	Validated

Important: Remember to take into account the export feature when writing your privacy policy. This files may contain personal data about your customers so they should not be published nor distributed, and should be stored in a safe location.

Photo Printing Solutions



PhotoPrintMe!

Home Delivery

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INTRODUCTION

An additional 'Plus'-subscription can be purchased for your online PhotoPrintMe! Shop. With a 'Plus' subscription, your customers can choose to make online payments for their orders.

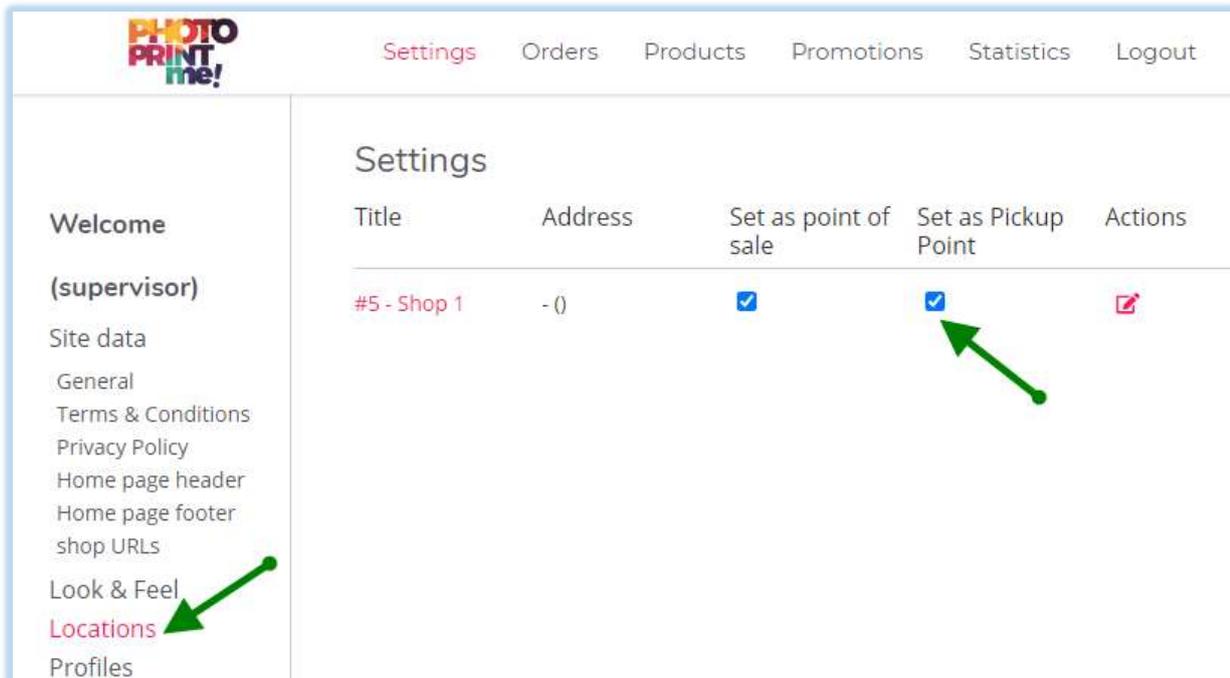
The 'Plus' subscription also offers two additional, new workflows : Click&Collect, and Home Delivery. Both of these workflows are required to offer you customer the option of online payments. The Home Delivery workflow, will also ask your customer for a shipping address, and communicate the shipment costs to your customer.

In this manual, the initial setup and configuration of these new workflows will be explained.

SET LOCATION AS PICKPOINT

If you want to use HomeDelivery and/or Click&Collect, you have to mark your location as a 'pickpoint'.

You can do so by navigating to "Locations", and then placing a checkmark at "PickPoint".



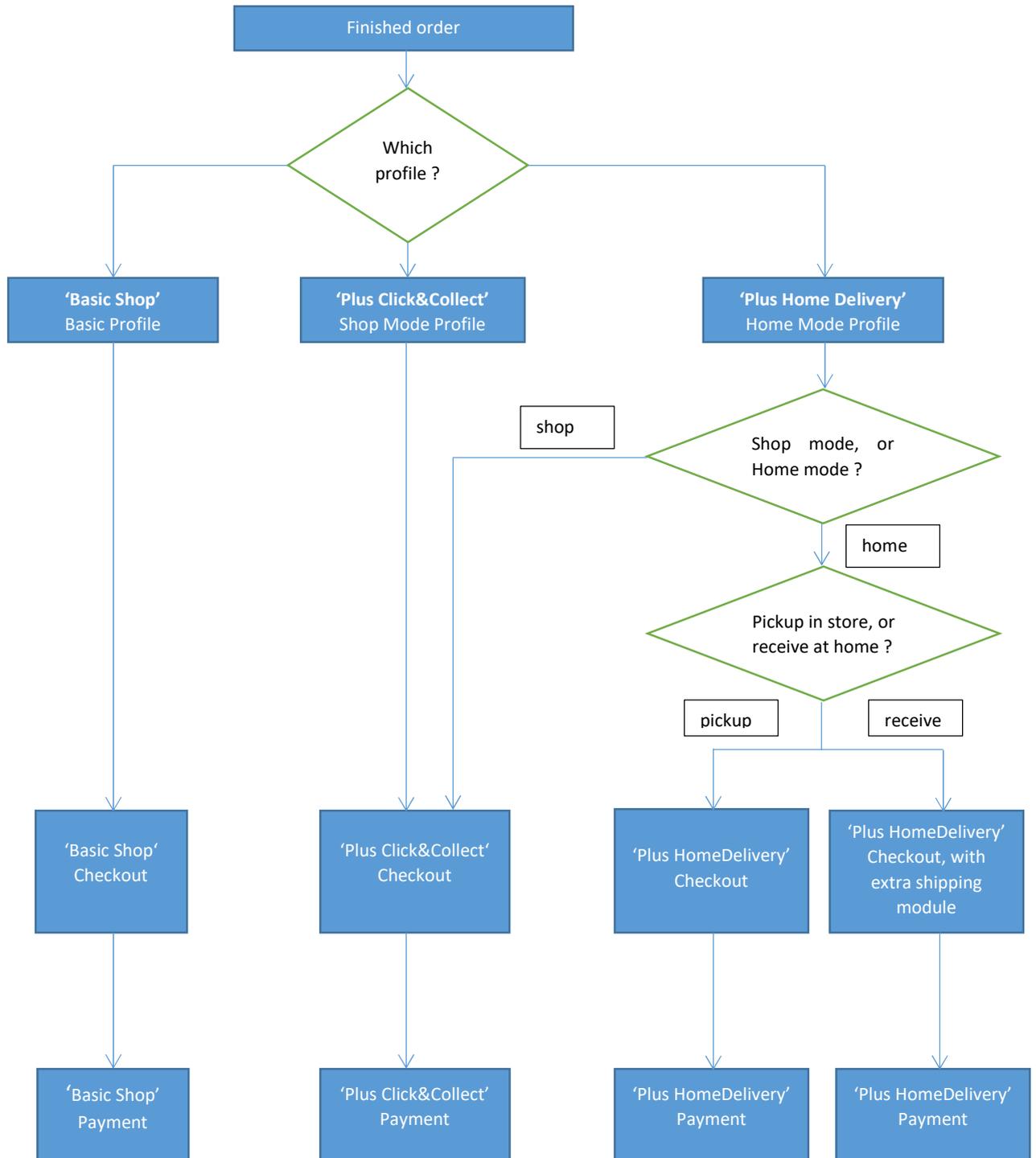
The screenshot shows the PHOTO PRINT me! dashboard. The top navigation bar includes Settings, Orders, Products, Promotions, Statistics, and Logout. The left sidebar contains a 'Welcome (supervisor)' section with a list of menu items: Site data, General, Terms & Conditions, Privacy Policy, Home page header, Home page footer, shop URLs, Look & Feel, Locations (highlighted with a green arrow), and Profiles. The main content area is titled 'Settings' and contains a table with the following columns: Title, Address, Set as point of sale, Set as Pickup Point, and Actions. The table has one row for '#5 - Shop 1' with the following values: Address is '-()', 'Set as point of sale' is checked, 'Set as Pickup Point' is checked (highlighted with a green arrow), and there is an edit icon in the Actions column.

Title	Address	Set as point of sale	Set as Pickup Point	Actions
#5 - Shop 1	-()	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PROFILES

In a shop with a 'Plus' subscription, you have 3 profiles available.
This means that a customer can place his orders, through several different workflows.

Schematically, it looks like this :



As can be seen : Each of these profiles, have their own Checkout and Payment configuration. The idea behind this, is that different types of use cases, may require a different approach to Checkout and Payment.

<p>For example :</p> <ul style="list-style-type: none"> * If a customer is ordering while physically inside your store, you will not need his address. Therefore, you configure the 'Basic Shop Checkout' in such a way, that it does not ask for an address. * If a customer is ordering from his own home, then his address WILL be required. Therefore, you configure the 'Plus Home Delivery Checkout' to ask for an address.
<p>Another example :</p> <ul style="list-style-type: none"> * If a customer is ordering while physically inside your store, you might not want to ask for his credit card. Therefore, you configure the 'Plus Click&Collect payment' to only offer 'Cash On Delivery (COD)' as a payment method. * But, if a customer is ordering from his own home, then you do want to ask for a credit card. In that case, you can enable a credit card in the 'Plus Home Payment Payment'

Each of these workflows, have their own unique possibilities and limitations :

- **Basic mode profile ('Basic Shop') :**

This is the regular workflow, that all PhotoPrintMe webshops have (including shops without a Plus license). It :

✓	Allows for the retrieval of several customer details (name, email, address etc).
✓	Allows for the inclusion of additional costs (minimum order amount and/or startup fee).
✓	Allows for the collection or various customer approvals (agreement to Privacy Policy, Terms&Conditions, and Privacy Policy).
✗	Does not allow for shipping costs, or shipping address
✗	Does not allow for credit card payments : only cash on delivery

- **Shop mode profile ('Plus Click&Collect') :**

This offers the same functionality as Basic Mode, plus additional credit card payments :

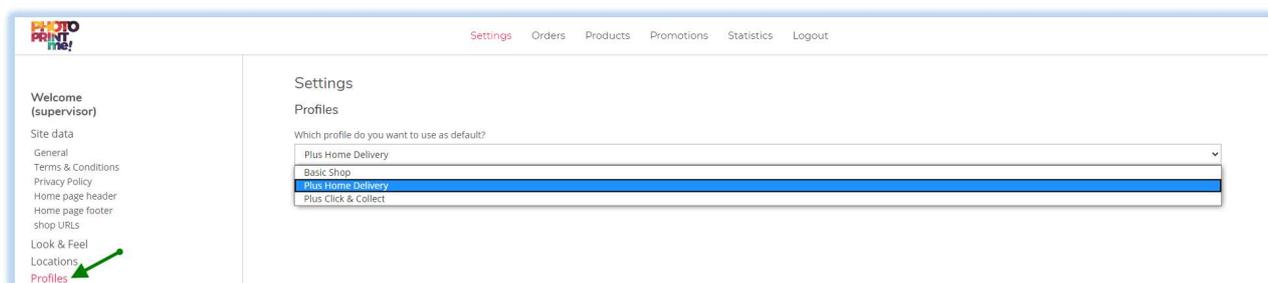
✓	Allows for the retrieval of several customer details (name, email, address etc).
✓	Allows for the inclusion of additional costs (minimum order amount and/or startup fee).
	Allows for the collection or various customer approvals (agreement to Privacy Policy, Terms&Conditions, and Privacy Policy).
✓	Allows for credit card payments
✗	Does not allow for shipping costs, or shipping address

- **Home mode profile ('Plus Home Delivery'):**

This offers the same functionality as Basic Mode, plus additional credit card payments and a shipping module. Additionally, it allows the customer to return to the Shop Mode profile instead :

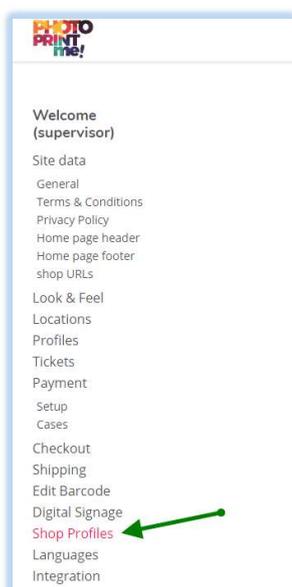
✓	Allows for the retrieval of several customer details (name, email, address etc).
✓	Allows for the inclusion of additional costs (minimum order amount and/or startup fee).
	Allows for the collection or various customer approvals (agreement to Privacy Policy, Terms&Conditions, and Privacy Policy).
✓	Allows for credit card payments
✓	Allows for shipping costs, or shipping address
✓	Allows the customer to choose to return to the Shop Mode Profile

In the section “Profiles”, you can configure which profile you want to set as the default profile :



This default profile will be used, when a customer places an order through your regular URL (meaning : through <https://shops.photoprintme.com/YourShopName/> , without additional text after the last slash).

SHOP PROFILES



As mentioned, your shop will normally use the profile, that you have set as default profile.

It is also possible, to *force* the use of a different profile than the default one. You can do so, by visiting a special variant of your URL.

You can find these special links, in the “Shop Profiles” section.

There are 4 variants :

1. A link to the regular shop, using the profile that was set as default. Example : https://shops.photoprintme.com/YourShopName/
2. A direct link to the shop in Basic Shop mode. These will always end with /profile/bs. Example : https://shops.photoprintme.com/YourShopName/profile/bs
3. A direct link to the shop in Plus Home Delivery mode. These will always end with /profile/phd. Example : https://shops.photoprintme.com/YourShopName/profile/phd
4. A direct link to the shop in Plus Click&Collect mode. These will always end with /profile/pcc.
5. Example : https://shops.photoprintme.com/YourShopName/profile/pcc

For all of these URLs, there is also a QR code available. The QR codes and URLs can be copied here, and you can use them to give your customer easy access to the desired profile.

See the screenshot on the next page, for an example of this screen :

Settings

Frontend Links

Sales frontend main link

<https://shops.photoprintme.com/#mainmeq3>

If no mode is selected this link will load the last mode used in the device or the default mode.

QR code



Sales frontend modes

Link to Basic Shop mode

<https://shops.photoprintme.com/#mainmeq3/profile/bs>

Copy and paste this link or QR into the promotional material to be shown to your clients.

QR code



Mode settings

- Home Mode
- Shop Mode
- Display QR in categories and products
- Display QR in main page

Link to Plus Home Delivery mode (Default mode)

<https://shops.photoprintme.com/#mainmeq3/profile/phd>

Copy and paste this link or QR into the promotional material to be shown to your clients.

QR code



Mode settings

- Home Mode | Allow switch to: Plus Click & Collect
- Shop Mode
- Display QR in categories and products
- Display QR in main page

Link to Plus Click & Collect mode

<https://shops.photoprintme.com/#mainmeq3/profile/pcc>

Copy and paste this link or QR into the promotional material to be shown to your clients.

QR code



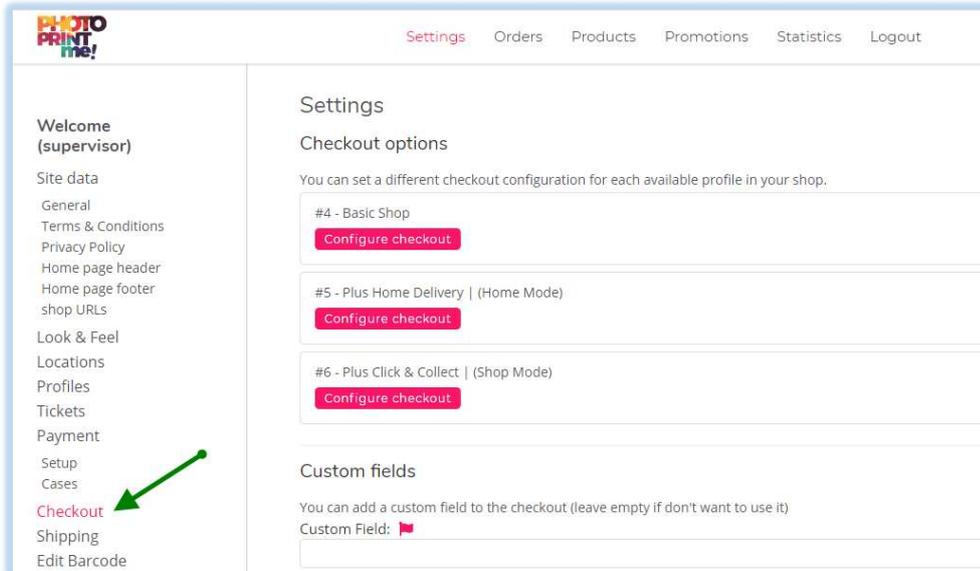
Mode settings

- Home Mode
- Shop Mode
- Display QR in categories and products
- Display QR in main page

CHECKOUT

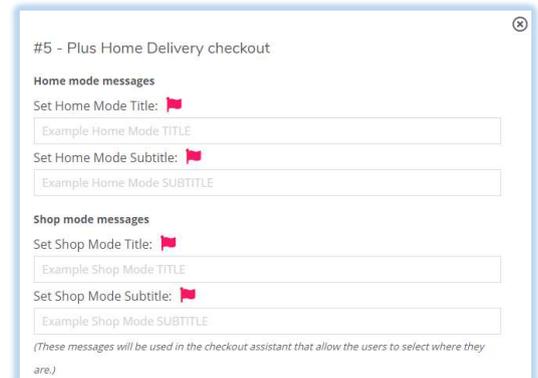
In the checkout section, you can find three different checkout methods; one for each profile. Every shop has at least the 'Basic Shop'-profile available. Shops using a Plus subscription, also have the additional 'Plus Home Delivery' and 'Plus Click&Collect' available.

Each of these checkout methods, will ask the customer for some predetermined personal details (like name, email, address), and will ask for several approvals (like Privacy Policy, Terms&Conditions, and Business Purposes).

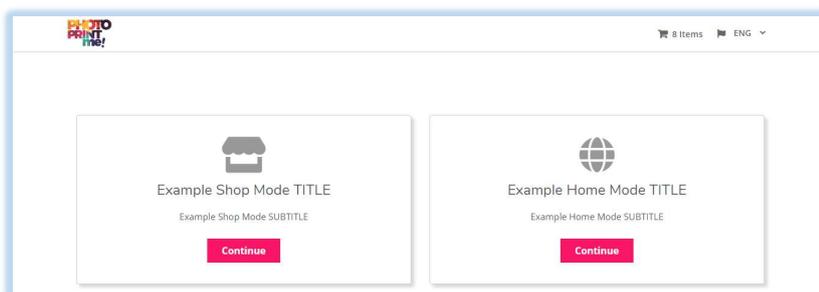


By clicking the 'Configure checkout' buttons, each of these methods can be independently configured.

The main section of this manual PhotoPrintMe manual already explained the configuration for the 'Basic Shop' checkout, in greater detail. The two additional checkouts work in the exact same way, but have some additional messages : a title and subtitle for home mode, and the same for shop mode. You can edit these titles and subtitles, by clicking their respective flag icons :



These titles and subtitles will then be shown to the customer, during the checkout stage. An example could look like this :

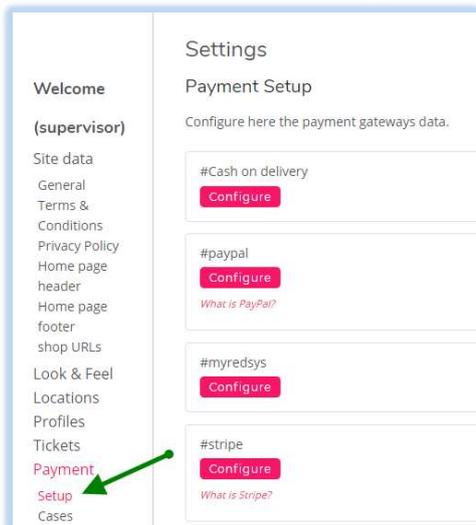


The idea is, that you use these titles/subtitles, to reflect your own intended use case of this profile. An example could be : 'Collect and pay your prints in the shop' for shop mode, and 'Pay online, and receive your prints at home' for home mode.

Another example : 'I am in the shop' for shop mode, or 'I am outside the shop' for home mode.

A clear title and subtitle, will help your customer to choose the option that suits him best.

PAYMENT



In the section Payment->Setup, you can configure your payment methods. The first one, Cash on Delivery, is already explained in the regular PhotoPrintMe manual. It requires no configuration, but it does allow to change some texts that are communicated to the customer. For instance : 'In-store payment', 'Please go to the shop counter to pay this order'.

The other payment methods, are all online payment methods. Due to their complexity, these will be described in a separate manual.

Note : MyRedSys is only available in Spain.

In the section Payment->Cases, you can select which payment methods you want to have available, independently for each profile.

In the example picture on the left side, it is setup as :

Basic shop : Only Cash on Delivery (COD) is possible.

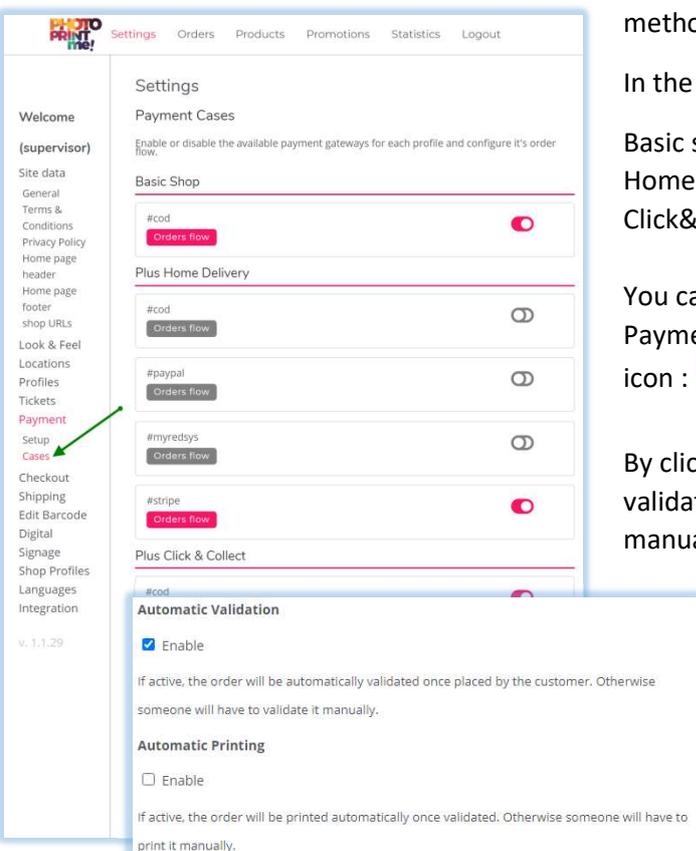
Home delivery : Only online payment (Stripe) is possible.

Click&Collect: Both cash, and stripe are possible.

You can make any combination, that you wish.

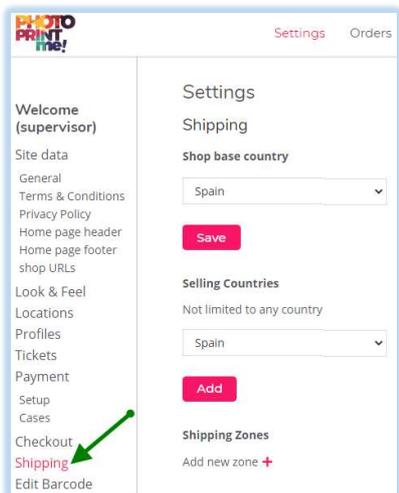
Payment methods can be enabled or disabled, by clicking the switch icon : 

By clicking on the  buttons, you can configure whether the validation steps for this payment method should be automatic, or manual :



SHIPPING

In the section 'Shipping', you can set up all the shipping details that are required for Home Delivery.



Under 'Shop Base country', you select the country in which your shop is located, and confirm by pressing 'Save'.

Under 'Selling Countries', you can list the countries that you are able to ship to. By default, no countries are added. In that case, your shipping is not limited to any country : *all* countries will be visible and selectable for your customer.

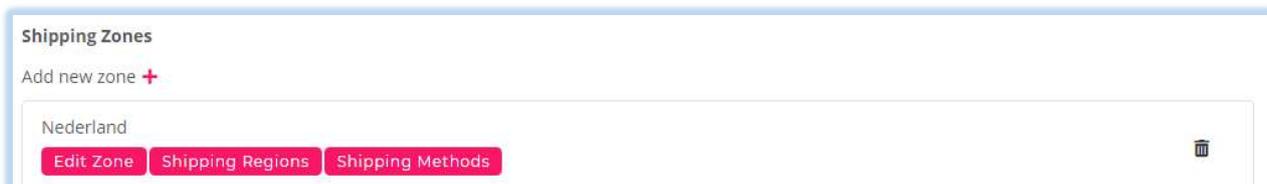
Once you add a country, shipping will be limited to that country and the others in your list. Simply select a country from the list, and click 'Add' to add it. This can be repeated for as much countries as you need, extending the list of available countries.

You will need to add at least one shipping zone, by clicking the + icon :
You will be asked, to give this zone a name. Type in a name that suits its purpose :



one shipping zone, by clicking the + icon :
You will be asked, to give this zone a name. Type in a name that suits its purpose :

After the shipping zone is created, it should show up as a zone, with three buttons :



With **Edit Zone**, you can edit the chosen name if desired .
You can also use the 'Nº selected zone' field, to change the zone that appears on that position if you have multiple zones.
This means, that it can be used to re-order your list of zones.

NOTE : If you have *multiple* zones added, then for every order, its shipping details will be checked against the conditions of *all* your shipping methods. The first check will be on your uppermost method, the second check on the second method, etc, working its way down until the last method is reached.

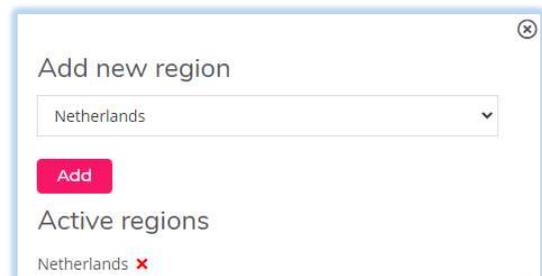
This means that the first methods should be restrictive (they should cover a select geographic area). *The last method should be as wide as is possible or desirable* : it is the case where ‘none of the above applies’

This concept will be better explained in the ‘Complex example setup’, in a following chapter.

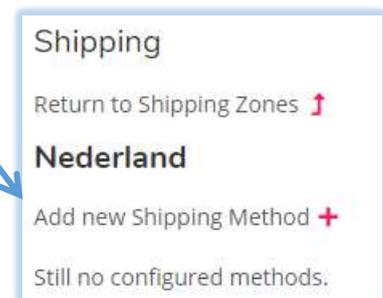
With **Shipping Regions**, you have to select the region that this has to apply to. Confirm your selection, by pressing ‘Add’.

Depending on the country, this can either be a city, a region, or an entire country. The reason for this, is that shipping costs may vary between regions in some countries. Because most countries have fixed shipping costs everywhere, most countries will only have the country itself available for selection.

Once you added a region, it should show up under your Active Regions. In the example on the right, we have chosen The Netherlands as an example.



The last step will be, to click **Shipping Methods**, in order to set up a shipping method. Simply click the ‘Add new Shipping method’ button :



...and give it a nice title and price. You can configure it so that the shipment will be free of charge from the specific price you decide.

Edit Shipping Method



After this last step, the Shipping module is ready to use.

When your customer visits your webshop through the 'Plus Home Delivery' profile, *and* he wants the prints sent to an address within your Shipping Regions, he will be asked to enter his address through your regular Home Delivery Checkout.

If the customer wants to receive his order on a different address, than the invoicing address, he can check this box and enter a shipping address:

Deliver the order to my address

When the checkout is finalized by the customer, the order will appear in your lists of orders.

In the rightmost column, you can see the shipping address, and a truck icon indicating that a shipment was requested :

Order	Date	Total	Payment	Product Name	User Email	User Name	Delivery
#1490027337	11-06-2020 14:08:52	5.30 €	 Online	4 x Photos 4x6inch . 3 x Photos 4x6inch .	*****@gmail.com	John Doe	 John Doe Main Street 123 Amsterdam (1234 AB) - Netherlands

The Shipping costs that you configured, are included in the total price as well.

SHIPPING – Example configuration 1 : Single shipping zone (simple)

Most countries will have 'fixed' shipping costs across the entire country. For these countries, we do not offer specific 'Regions' (like provinces, states, cities or other geographic restrictions inside that country).

This makes the setup of Shipment for such countries, fairly easy.

In this chapter, we are walking you through an example of such a 'simple' setup.

We are choosing Germany, as an example of such a country :

Step 1 :

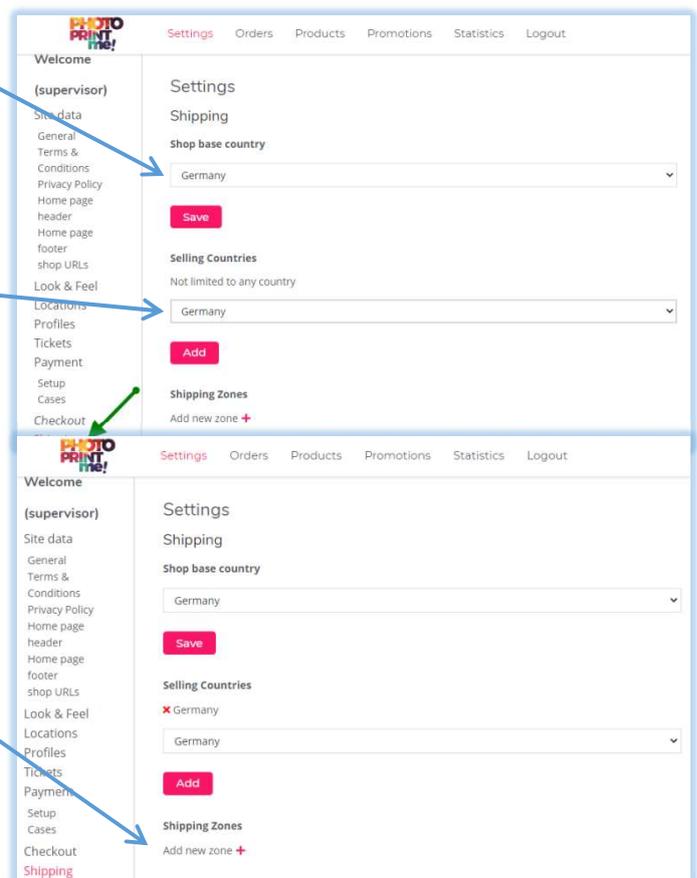
Go to Settings -> Shipping, and set your *Shop Base Country* to Germany. (Assuming that your shop indeed is based in Germany). Don't forget to press SAVE.

Step 2:

Set Germany as a *Selling Country*, and don't forget to press ADD.

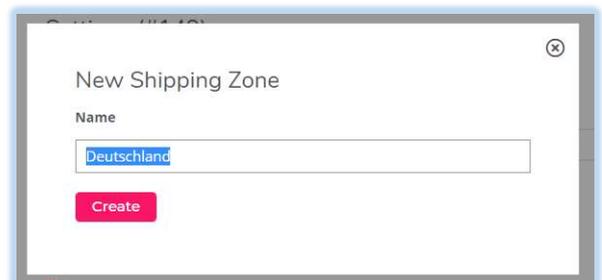
Step 3:

Click 'Add new zone' :



Step 4:

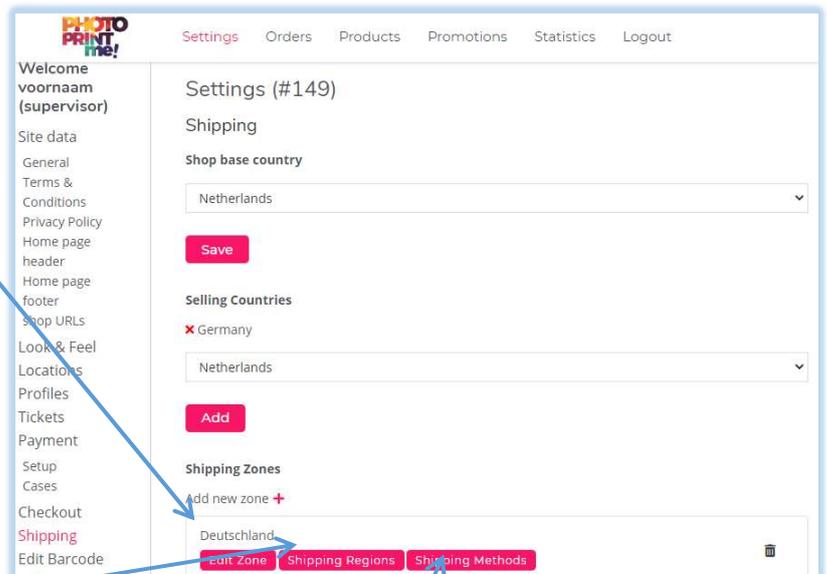
And give your newly created zone, an appropriate name. Confirm by clicking 'Create'.



Step 5 (not required) :

Your newly created zone will appear, and will have 3 buttons under it.

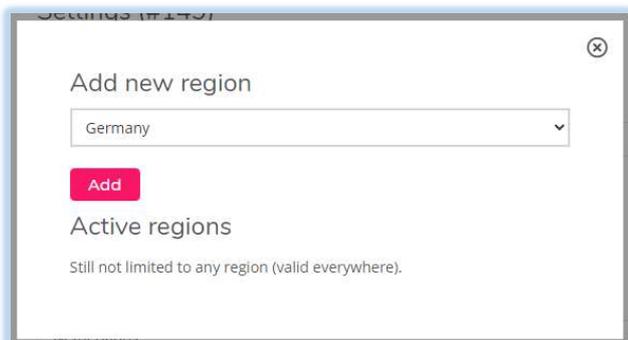
Under 'Edit zone', you can rename your zone if you wish. You can also re-sort the list of zones (which is not useful in this example : there is only one zone in the list).



Step 6 :

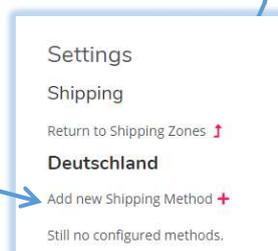
Click 'Shipping Regions' :

A new screen will pop up. Select *Germany* from the list of regions, and press the *Add* button. Then, close the window.



Step 7:

Method' :



Click on the last button, labeled 'Shipping Methods'. On the screen that appears, click 'Add new Shipping

Step 8:

On the screen that appears, type in an appropriate title (name) for this shipping method. Also select or type the shipping costs for this zone. You can configure it so that the shipment will be free of charge from the specific price you decide. Don't forget to press 'Create'.

Edit Shipping Method

Title:

Cost:

Not apply when order amount is bigger than:

The setup for the shipping zone 'Germany' is now complete.

This process (step 2-8) may be repeated, if additional countries or zones are required.

SHIPPING – Example configuration 2 : Multiple shipping zones (advanced)

In some countries, the shipping costs can be dependant on the exact region you wish to ship to. An example of such a country, could be Spain. It is easy to imagine, that shipping to the Canarian Islands will be more expensive than shipping to Barcelona (when shipping from European mainland).

It is possible to set up a country like Spain with only one shipping zone, and by consequence, with only one value for shipping costs. To achieve this, you can follow the previous 'simple' example with a single shipping zone.

However, if you wish to differentiate between the shipping costs of different regions, you have to setup the Shipping module in a more advanced way. In this example, we will walk you through an example of such an 'advanced' multi-zone setup. We will use 'Spain', as an example of such a country. We will create 3 different Zones for Spain, each with their own shipping costs :

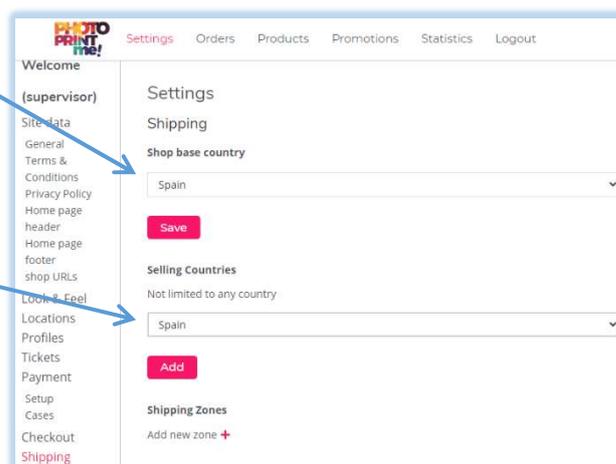
- The Canarian Islands
- Ceuta and Melilla
- 'All the rest in Spain', meaning : anything that is not Ceuta, Melilla or Canarian Islands. We will call this one 'Peninsula'.

Step 1:

Go to Settings -> Shipping, and set your *Shop Base Country* to Spain. (Assuming that your shop indeed is based in Spain). Don't forget to press SAVE.

Step 2:

Set Spain as a *Selling Country*, and don't forget to press ADD.



NOTE: Until here, the procedure was the same as the 'simple' procedure. Onwards, it will be a bit different.

We are now going to add *multiple* shipping zones and regions, each capable of their own price settings.

The items in the list of shipping orders, will appear in the order by which you created them. The first item you created will be the uppermost item, the last created item will be the lowermost.

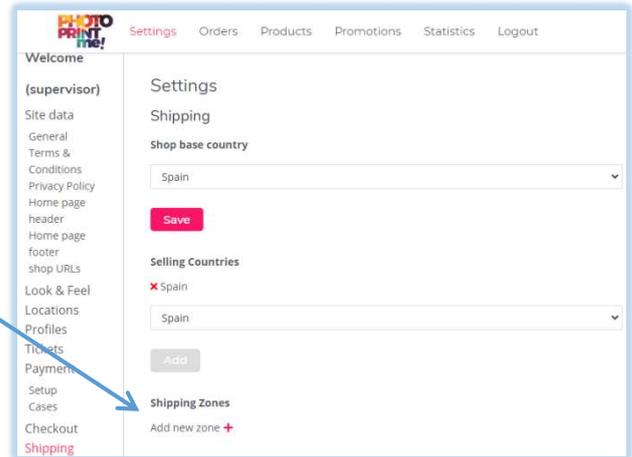
The order in which these items appear, is important.

If you have *multiple* zones added, then for every order, its shipping details will be checked against the conditions of *all* your shipping methods. The first check will be on your uppermost method, the second check on the second method, etc, working its way down until the last method is reached.

This means that the first methods should be restrictive (they should cover a select geographic area). *The last method should be as wide as is possible or desirable* : it is the case where 'none of the above applies'

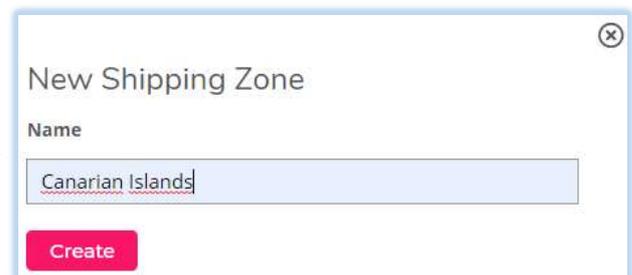
Step 3:

Click 'Add new zone' :



Step 4:

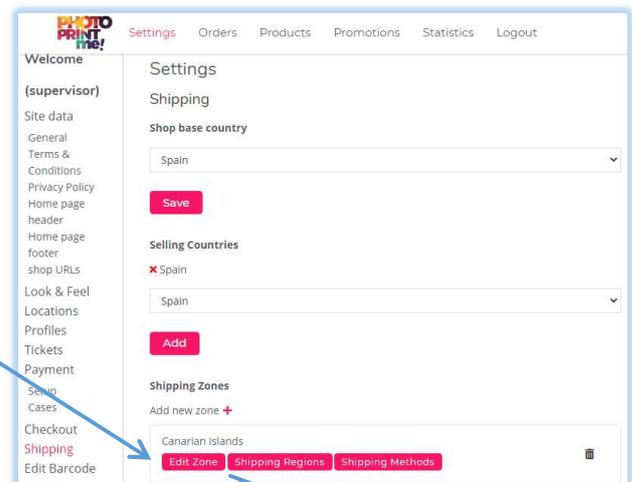
And give your zone an appropriate name.
Our first example will be the Canarian Islands.
Confirm by clicking 'Create'.



Step 5 (not required) :

Your newly created zone will appear, and will have 3 buttons under it.

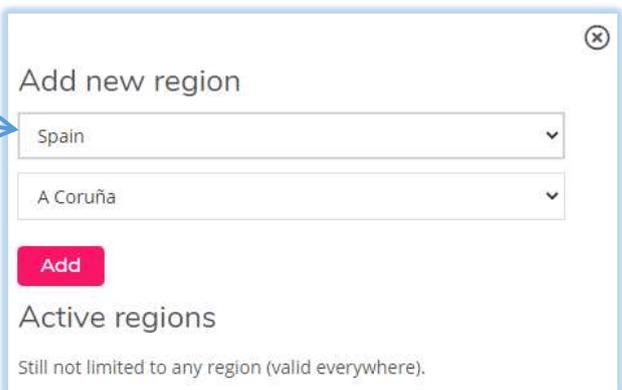
Under 'Edit zone', you can rename your zone if you wish. You can also re-sort the list of zones (as soon as you have more than 1 items in this list).



Step 6 :

Click 'Shipping Regions' :

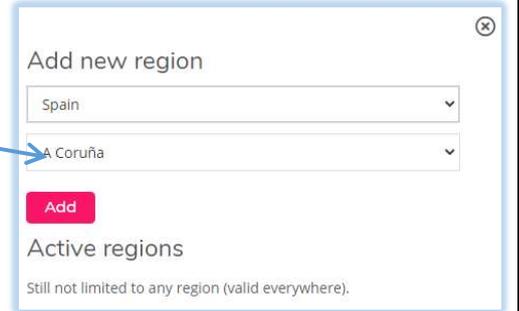
A new screen will pop up.
Select *Spain* from the list of regions.
Do not close the screen yet.



NOTE: It may happen in some cases, that this lower drop down menu does not appear.

In that case, you can *temporarily* select another country in the upper menu, and switch back to Spain immediately.

The lower dropdown menu with defined regions in Spain (A Coruña, etc.) should now appear.

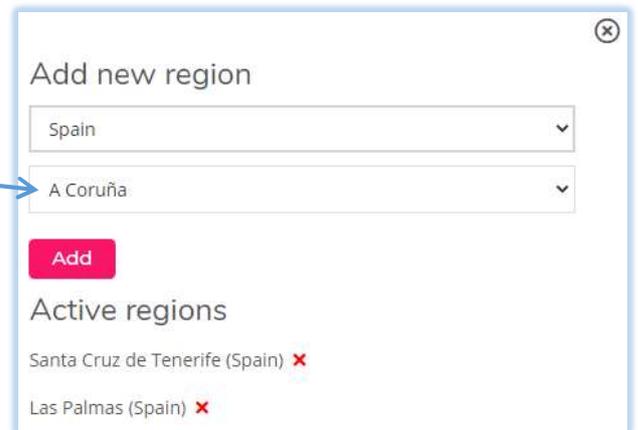


Now, add all the regions that should be in the 'Canarian Islands'-zone. Las Palmas, Santa Cruz de Tenerife, etc.

One by one, select the desired regions, and press **Add**.

The result should look like this :

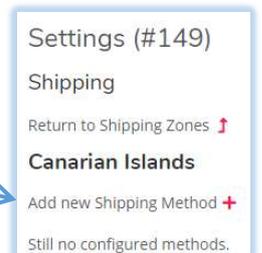
Close the window, after you have added all the desired regions.



Step 7:

Click on the last button of this shipping zone, labeled 'Shipping Methods'.

On the screen that appears, click 'Add new Shipping Method' :



Step 8:

On the screen that appears, type in an appropriate title (name) for this shipping method. Also select or type the shipping costs for this zone. You can configure it so that the shipment will be free of charge from the specific price you decide. Don't forget to press 'Create'.

The setup for the shipping zone 'Canarian Islands' is now complete.

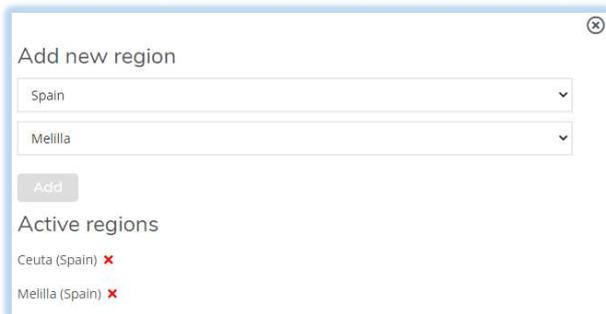
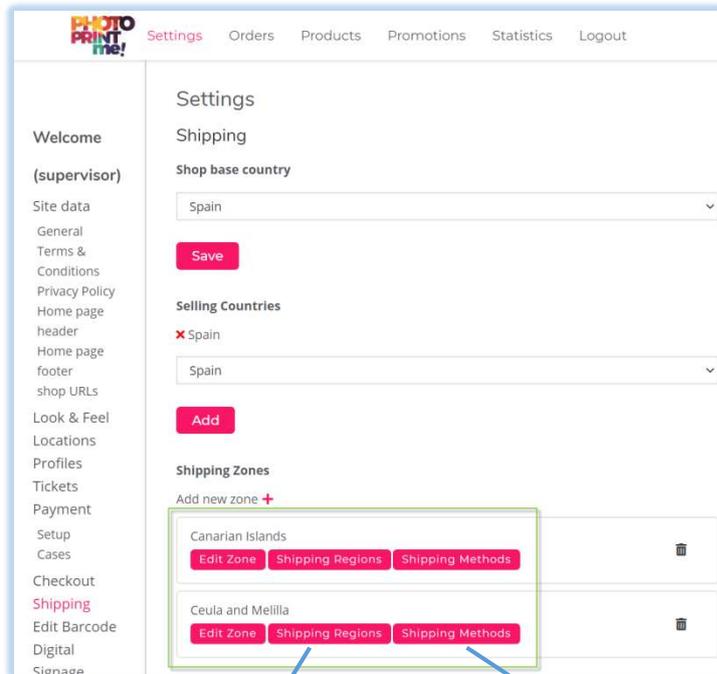


Step 9 :

Repeat the process of step 3-8, for any other zone that you require. This means : create and configure a new zone for any geographic area, that has shipping costs different than those on the Spanish Peninsula.

We will take Ceuta and Melilla as the second example of such a region.

You should end up, with something like this :



Edit Shipping Method

Title:

Cost:

Not apply when order ammount is bigger than:

Step 10 :

Keep repeating the process of step 3-8, until you have defined *all* required zones. For the sake of this example, we'll stop adding new ones here.

Step 11:

Finally, we will add the last zone to our list. We will call it 'Peninsula'. **It is important that it is the last one**, as this will be the zone where 'none of the above applies'. If, for example, an order is incoming from Barcelona. The system will check all of our zones, from uppermost to lowermost :

- Is it in the Region of Canarian Islands ? No.
- Is it in the region of Ceuta and Melilla, then ? No.
- Well, then it must be in the last one 'Peninsula'. None of the above, applied.

Create the new zone 'Peninsula', using steps 3-8 again. There is a slight difference, since this is our last region : this time, we will add the whole Spanish country as a region. (Previously, we would use a city for that).

To make that clearer :

At Shipping Regions for this 'Peninsula' zone...

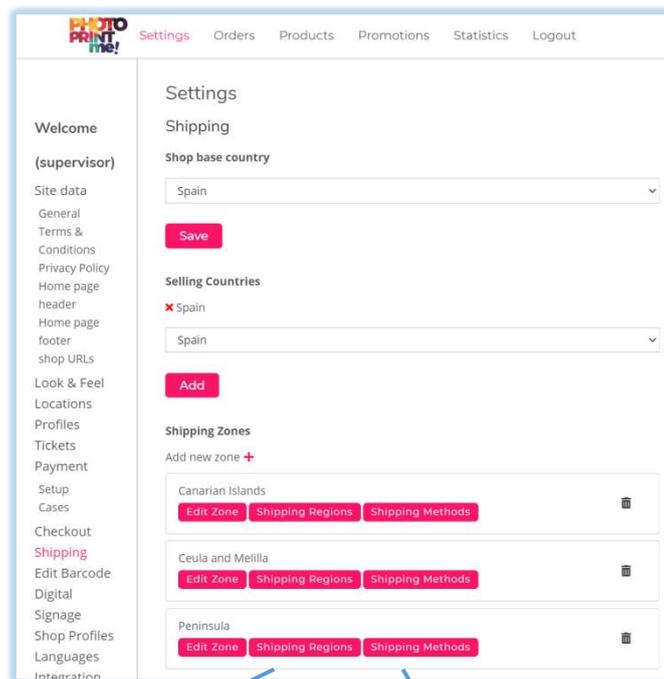
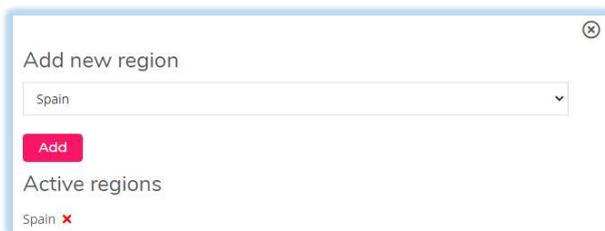
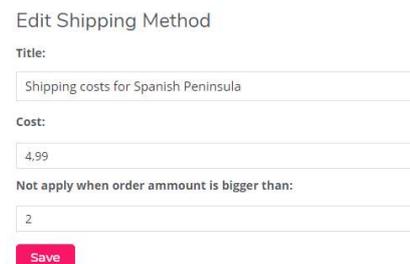
✓
...we should add a region like this :



✗
...but NOT like this :



The final result should look like this :

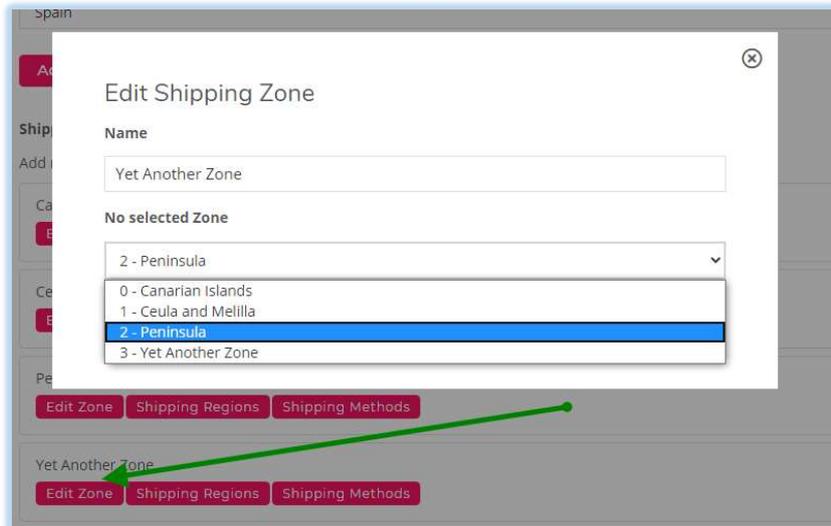




The setup of your 'advanced' Shipping, is now complete.

NOTE : Remember that this 'Peninsula' zone, must **always** be the **last** one in your list.

For some reasons, it may occur that it is no longer the last one in your list. This happens for instance, when you create yet another shipping zone.

This is easily corrected, by going the 'Edit Zone' of the last zone in your current list. There, select which zone you want to have on that position, Peninsula in our case :





Mitsubishi Electric

Photo Printing Solutions

We are working to promote the value of keeping the moments through printing pictures.

Contact information – Service & Support

Helpdesk.messec@sp.mee.com

www.mitsubishielectric-printing.com/support

Note:

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Product images are for illustrative purposes and may differ from the actual product.

MITSUBISHI ELECTRIC EUROPE B.V., German Branch

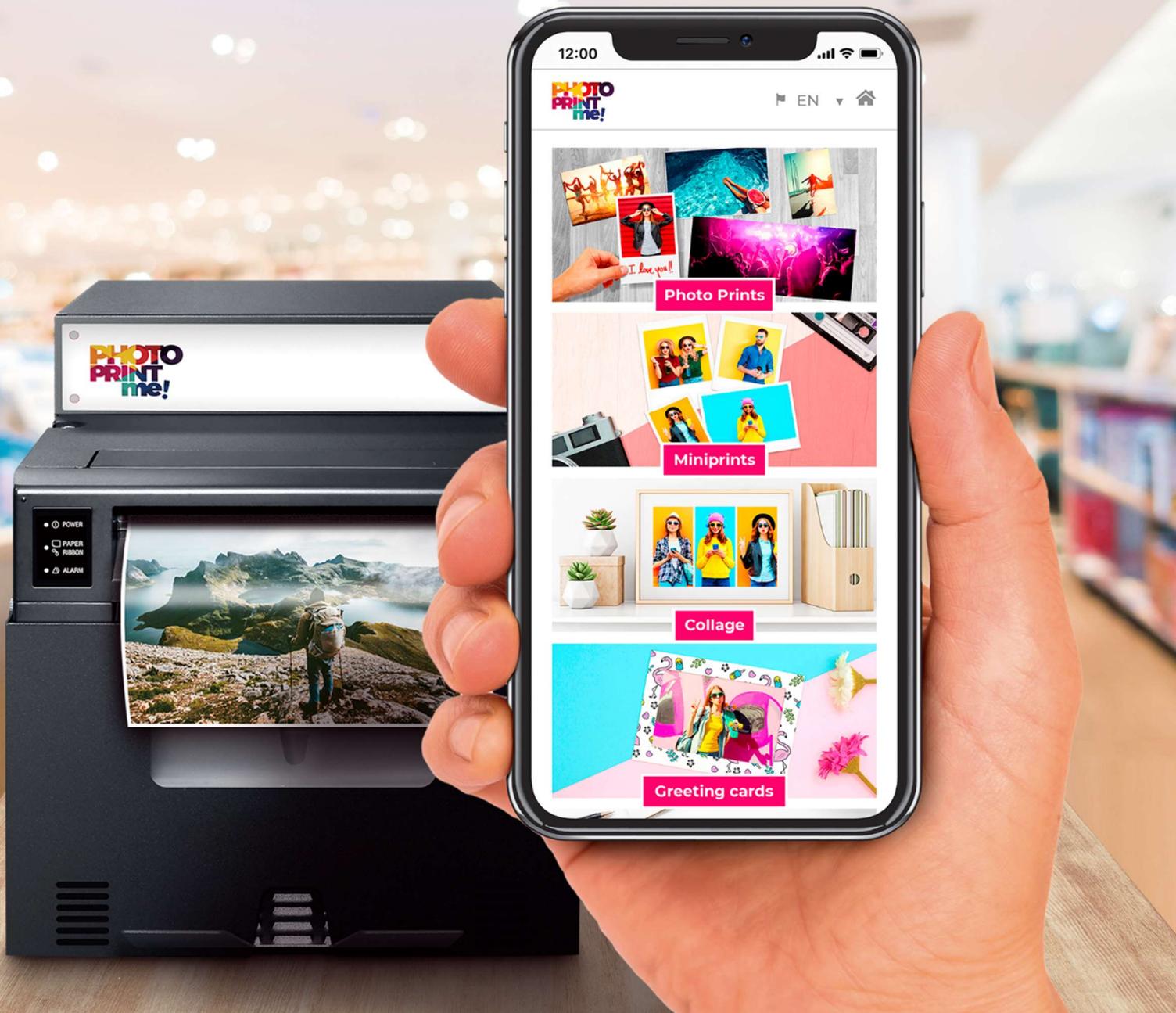
Mitsubishi Electric Platz 1 - 40882 Ratingen

Postfach 1548 – 40835 Ratingen-Deutschland

www.mitsubishielectric-printing.com

APPENDIX 2: ONLINE PAYMENT

Photo Printing Solutions



PhotoPrintMe!

Online Payment

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How to Configure Stripe in PhotoPrintMe

1.- Make sure your country is included in the list

<https://stripe.com/global>

In your country
Once Stripe is supported in your country, you'll be able to accept payments from customers anywhere in the world.

Available for businesses in 32 countries. Accept payments from anywhere in the world.

Australia	Luxembourg
Austria	Netherlands
Belgium	New Zealand
Canada	Norway
Denmark	Portugal
Finland	Singapore
France	Spain
Germany	Sweden
Hong Kong	Switzerland
Ireland	United Kingdom
Italy	United States
Japan	

Request an invite

Brazil	Lithuania
Estonia	Malaysia
Greece	Mexico
India	Poland
Latvia	

2.- Check Stripe conditions before start using it

<https://stripe.com/en-es/pricing>

Simple, transparent pricing. Always know what you'll pay.

PAY AS YOU GO

1.4% + €0.25 for European cards 2.9% + €0.25 for non-European cards

- No setup, monthly, or hidden fees
- Pay only for what you use
- Real-time fee reporting

ENTERPRISE

Stripe offers everything needed to run an online business at scale. Get in touch for details.

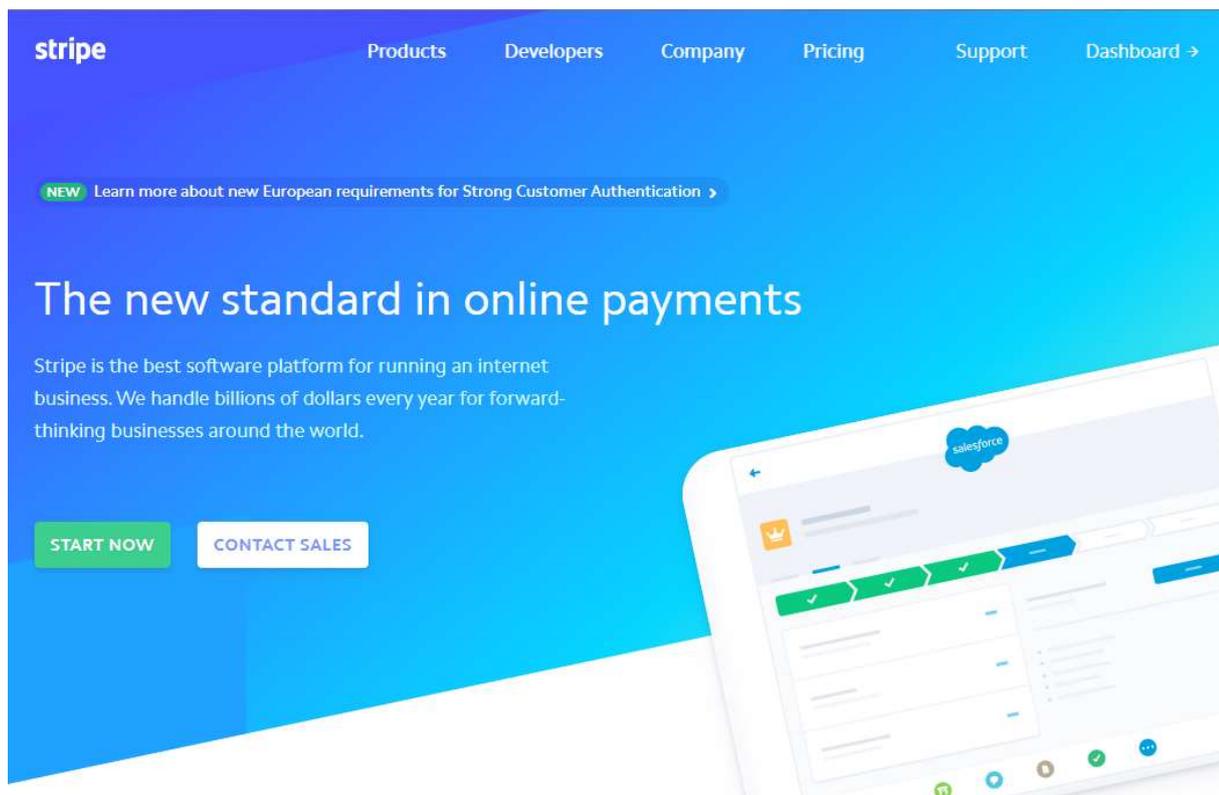
- Account management
- Volume discounts
- Migration assistance
- Dedicated support

CONTACT SALES →

Fast, predictable transfers. Once you're set up, transfers arrive in your bank account on a 7-day rolling basis.

3.- Create an account

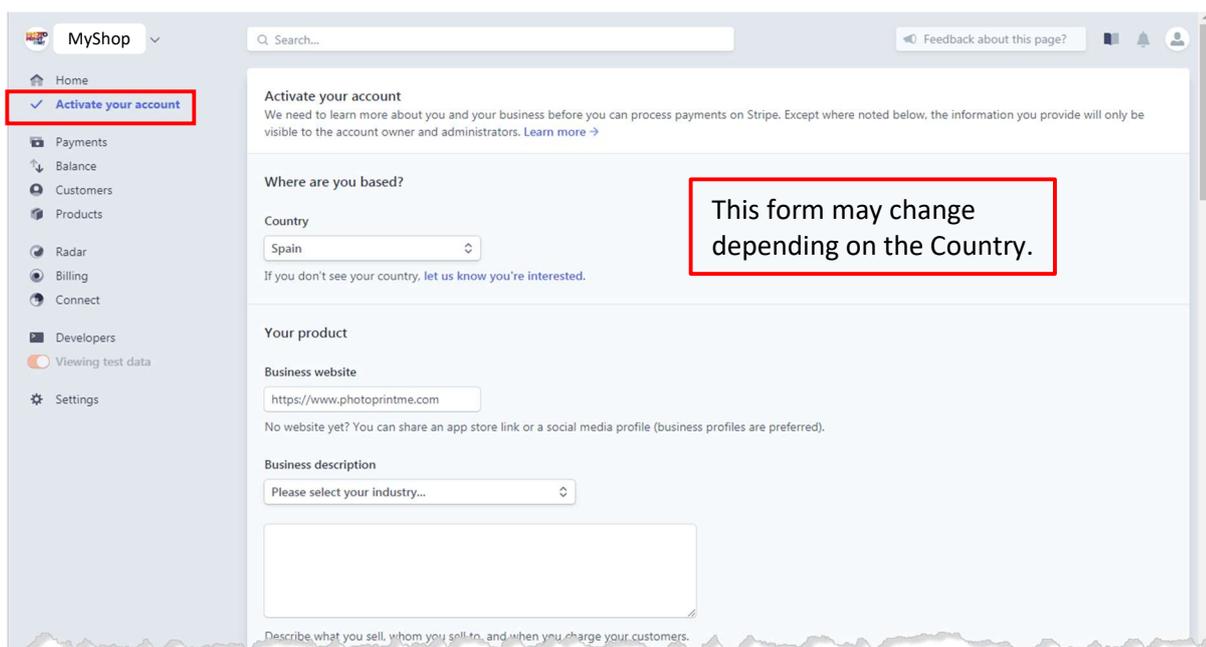
<https://stripe.com>



4.- Confirmation Email

You will receive an email. You must confirm this email to activate your account.

5.- Activate your account



MyShop

Search...

Feedback about this page?

- Home
- ✓ **Activate your account**
- Payments
- Balance
- Customers
- Products
- Radar
- Billing
- Connect
- Developers
- Viewing test data
- Settings

Account details

Type of business

Certificado de Identificación Fiscal (CIF) Optional

Número IVA Optional

Business address

Your details

Nombre completo

 ⓘ

Date of birth

This form may change depending on the Country.

MyShop

Search...

Feedback about this page?

- Home
- ✓ **Activate your account**
- Payments
- Balance
- Customers
- Products
- Radar
- Billing
- Connect
- Developers
- Viewing test data
- Settings

Credit card statement details

This information may appear on your customers' credit card statement. You can change it at any time.

Statement descriptor

Support phone number

Bank details

Puedes agregar una cuenta de banco en GBP, EUR, USD, SEK, NOK y DKK. Los pagos en monedas en los que no tengas una cuenta bancaria serán automáticamente convertidos a tu moneda principal. Puedes agregar cuentas bancarias más tarde en otras monedas. [Más detalles](#) →

Moneda

Pais

IBAN

Confirm IBAN

This form may change depending on the Country.

MyShop

Search...

Feedback about this page?

EUR

Pais

Spain

IBAN

ES912100041845020005

Confirm IBAN

ES912100041845020005

Two-step authentication
Strengthen your account's security by protecting it with your phone in addition to your password.

Mobile number

ES +34 123456789

By providing your mobile number, you agree to receive autodialed text messages from Stripe.

By submitting your application, you agree to our [Services Agreement](#) and certify that the information you have provided is complete and correct.

Home

Activate your account

Payments

Balance

Customers

Products

Radar

Billing

Connect

Developers

Viewing test data

Settings

6.- Your account is activated

MyShop

Search...

Feedback about this page?

Thanks for activating your account!
You can now make live transactions. If you need to change something, please [let us know](#). We will reach out if we need additional information.

Before you process payments, you might want to double check that you've done these things:

Use your live secret key
In order to make live charges, instead of test charges, you have to use your **live secret key** when making API calls to Stripe. Make sure to configure this key properly on your production servers.

Use your live publishable key with Stripe.js
If you're using Checkout or Stripe.js, you'll need to also make sure to use your **live publishable key** on your payment pages. Both your publishable and secret keys need to be live in order to work together.

Enable HTTPS on your site
You can only make charges if your site is served over HTTPS, whether or not you're using Checkout or Stripe.js. If you aren't using Checkout or Stripe.js, you'll need to take additional steps to be fully **PCI compliant**.

By activating your account, you agree to our [Services Agreement](#). Stripe, Inc. is a registered ISO of Wells Fargo Bank, N.A., Concord, CA.

Home

Payments

Balance

Customers

Products

Radar

Billing

Connect

Developers

View test data

Settings

7.- Verify your account

Payments accepted, but not transferred to the bank until your legal entity is fully verified.

Hi John Smith

Thank you for using Stripe -- we really appreciate your business!

We're reaching out because we were unable to verify your legal entity information with the information you provided at registration. As we are required to complete this verification in a timely manner, we have paused the ability to make payouts to your bank account until your legal entity is fully verified.

To help us resolve this, you must provide a complete copy of a document which verifies the legal entity linked to your Stripe account. Please refer to the following requirements which must be met for this document:

- We can accept a certificate of incorporation or registration certificate for the entity linked to your Stripe account
- This document must include the full name and address of the legal entity awaiting verification
- This document must include the VAT or tax identification number of the legal entity awaiting verification

The information on these documents must match with the legal entity information on your Stripe account, so we recommend checking that your account information is accurate. You can upload your document in the Verifications section of the Dashboard here:

<https://dashboard.stripe.com/account/verifications>

If you encounter any further problems uploading your documentation, please do not hesitate to contact us. We're more than happy to help!

Sincerely,
Stripe

Owners, controllers, and directors
 Keeping business owners and representatives details up to date helps Stripe keep your account safe and compliant with regulatory standards. This information will only be visible to account owners and administrators. + Add business owners

NAME	STATUS	ACTIONS
John Smith	Pending verification	Review details

Address verification

You have 1 outstanding document request
Please complete the requests below to avoid interruption to your Stripe account or integration.

DOCUMENT REQUIRED

Proof of Address request for **John Smith**

Business verification

You have 1 outstanding document request
Please complete the requests below to avoid interruption to your Stripe account or integration.

DOCUMENT REQUIRED

Company registration request

Upload proof of address

Proof of Address request for Juan Sierra

Stripe's KYC obligations require us to verify your residential address. To do so, we require proof of address documentation indicating your full name and residential address matching those listed on your Stripe account.

Accepted proof of address types:

- Utility Bill
- Statement from a financial institution

Document upload guidelines:

- Documents must be dated within the last 6 months
- The same document cannot be used for both proof of address and proof of ID
- Incomplete or cropped documents cannot be accepted

Upload document

Company registration request

Stripe's KYC obligations require us to verify your legal entity. To do so, we require documentation indicating your company's name, registered address and company/VAT number, matching those listed on your Stripe account.

Accepted document types:

- Certificate of incorporation

Document upload guidelines:

- Certificates of incorporation must be valid and not expired
- Incomplete or cropped documents cannot be accepted

Upload invoice including address dated within 6 months →

Upload Photo of ID or Passport →

Upload invoice including address dated within 6 months →

Start ID verification

Please have your ID ready

Close

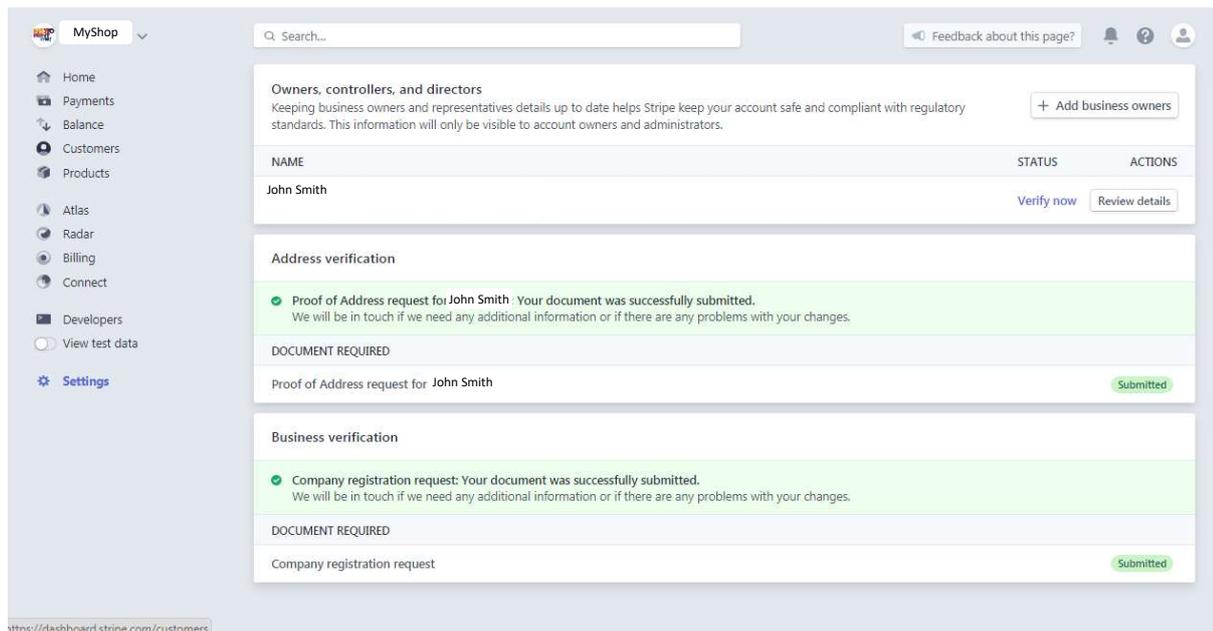
ID verification

This verification process is designed to confirm your identity and protect you from identity theft.

You will be asked to submit an image of your ID document, which will be checked to ensure it is legitimate and has not been altered or manipulated.

Close

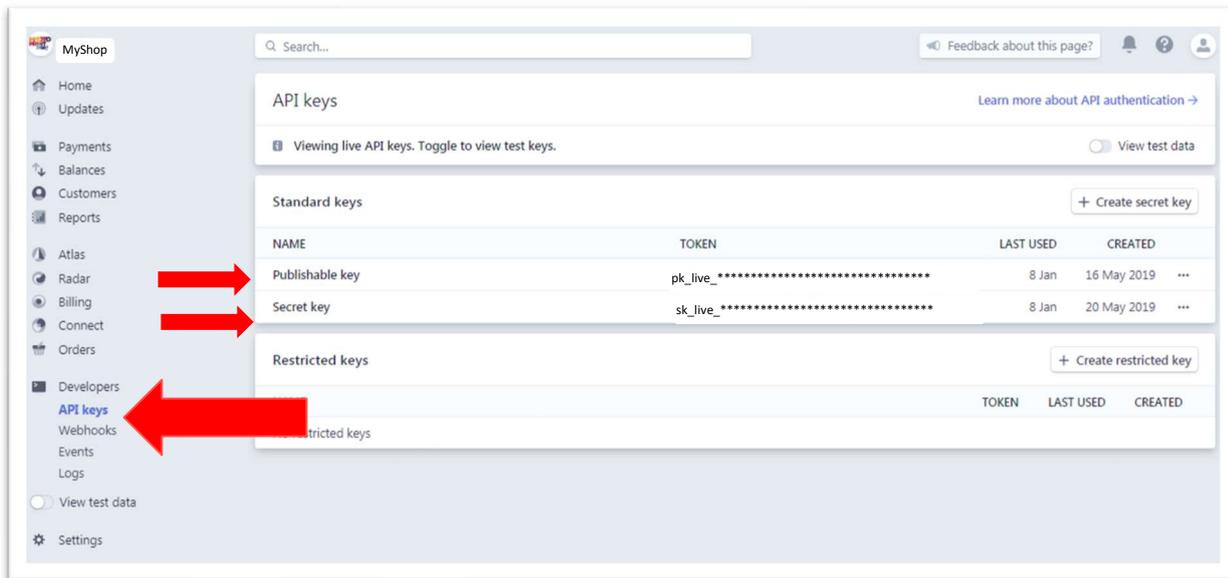
Your account now is verified



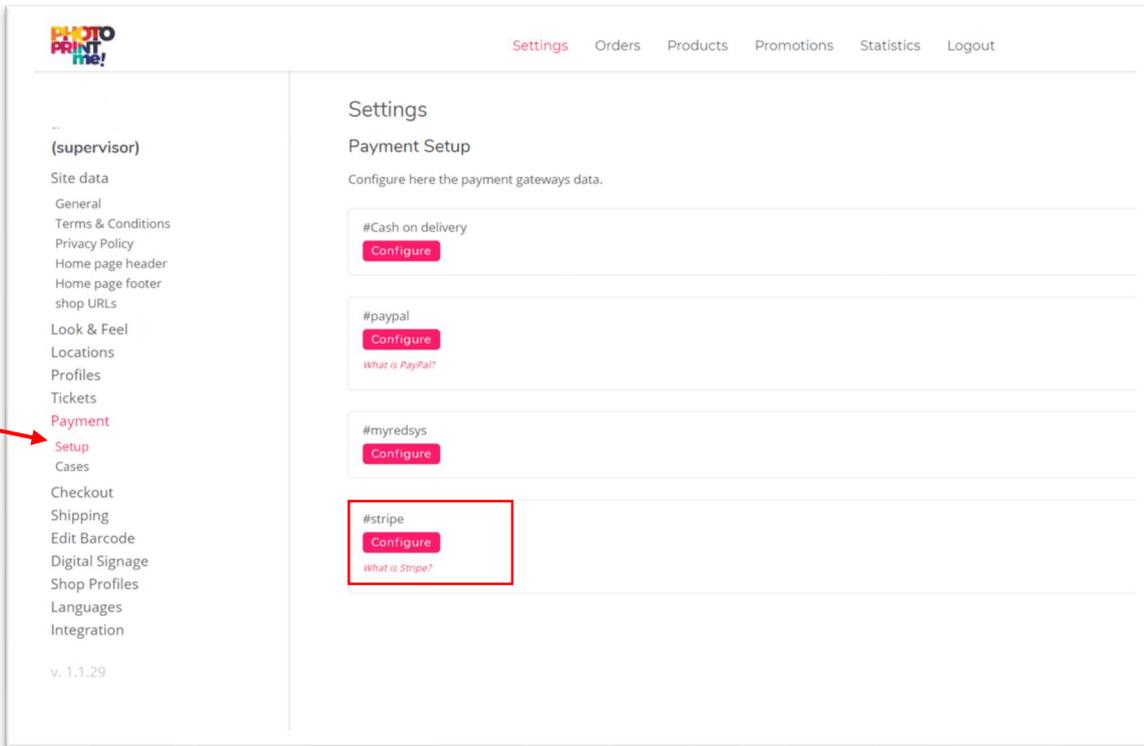
8.- PhotoPrintMe setup

To configure stripe in your PhotoPrintMe, we have to take the credentials from the stripe page and enter them in the page of your PhotoPrintMe

Click 'API keys', and you can see the publishable key and the secret key

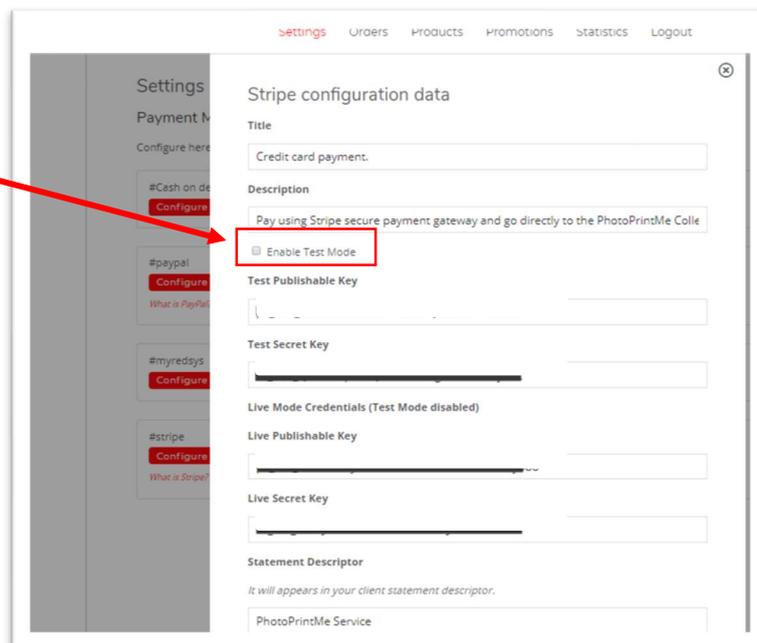


Login in <https://shops.photoprintme.com/YourShopName/admin>, In the section Payment->Setup, you can configure your payment methods. Click configure "Stripe".



Copy-Paste Public and Secret Keys from Stripe Admin site to PhotoPrintMe Admin site Live Mode Credentials.

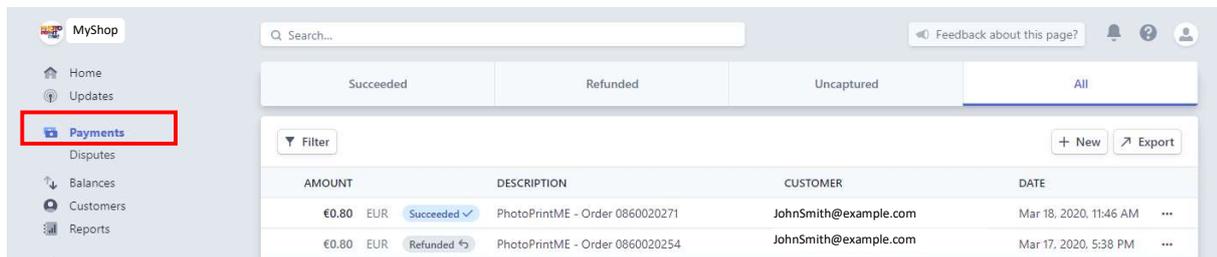
NOTE: There is a test mode activated by default, this to test.



that is mode is used

9.- How to see all the payments received

You can see all the operations in the payment section



The screenshot displays the 'MyShop' dashboard with the 'Payments' menu item highlighted in a red box. The main content area shows a table of payment transactions with columns for AMOUNT, DESCRIPTION, CUSTOMER, and DATE. Two transactions are visible: one succeeded and one refunded.

AMOUNT	DESCRIPTION	CUSTOMER	DATE
€0.80 EUR Succeeded	PhotoPrintME - Order 0860020271	JohnSmith@example.com	Mar 18, 2020, 11:46 AM
€0.80 EUR Refunded	PhotoPrintME - Order 0860020254	JohnSmith@example.com	Mar 17, 2020, 5:38 PM



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We are working to promote the value of keeping the moments through printing pictures.

Contact information – Service & Support

Helpdesk.messec@sp.mee.com

www.mitsubishielectric-printing.com/support

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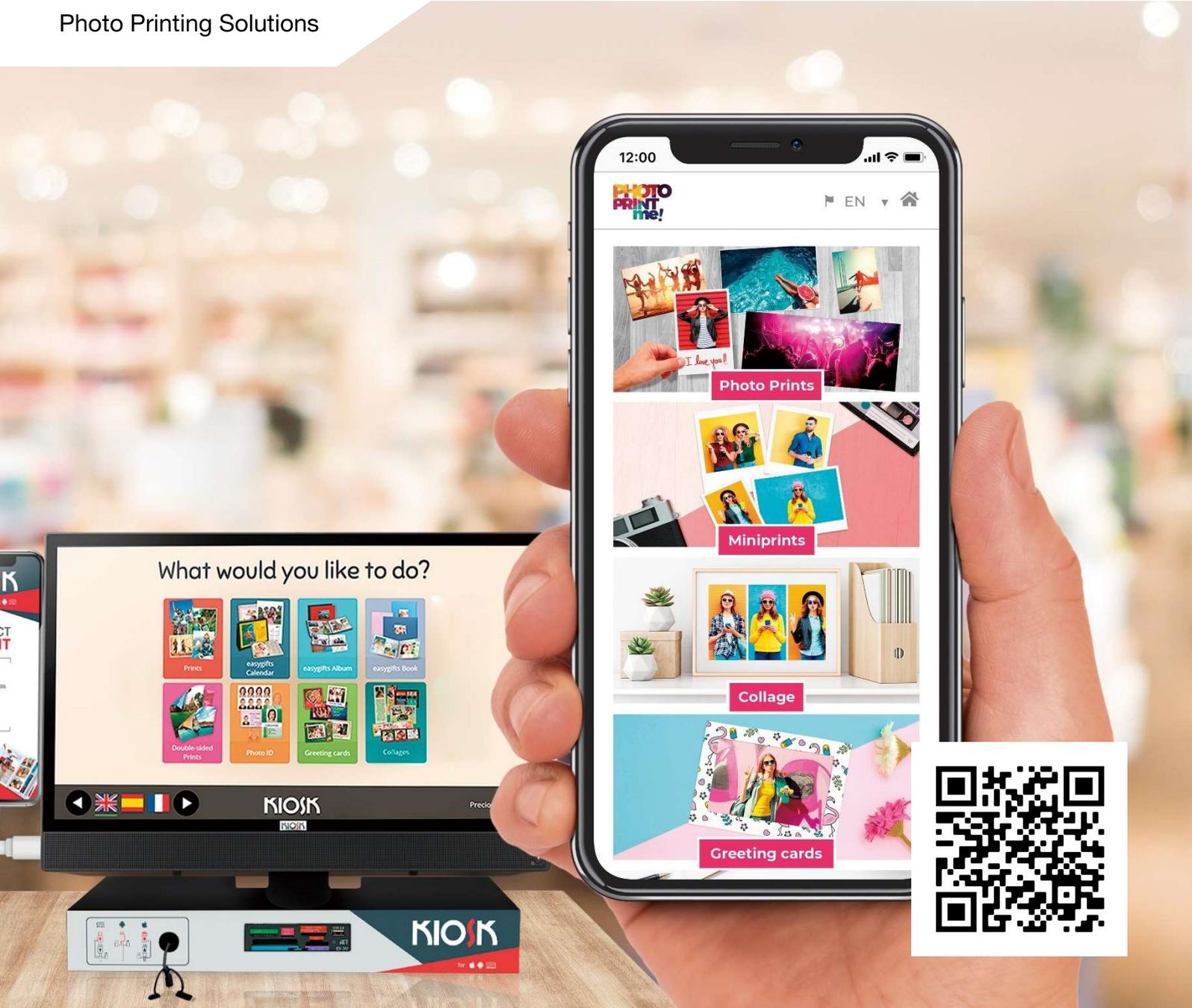
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Mitsubishi Electric Platz 1 - 40882 Ratingen

Postfach 1548 – 40835 Ratingen-Deutschland

www.mitsubishielectric-printing.com

Photo Printing Solutions



PhotoPrintMe in Kiosk

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INTRODUCTION

PhotoPrintMe is an additional service for Mitsubishi kiosk systems to easily expand your photo printing service to internet. With PhotoPrintMe your customers will not only be able to generate orders from anywhere, but we also offer a wide range of products on our online catalogue.



PhotoPrintME

Business presentation text.

Our catalogue



Touch some point of the screen



<https://shops.photoprintme.com/<YourShopName>>



Scan the QR code or type the link in your phone

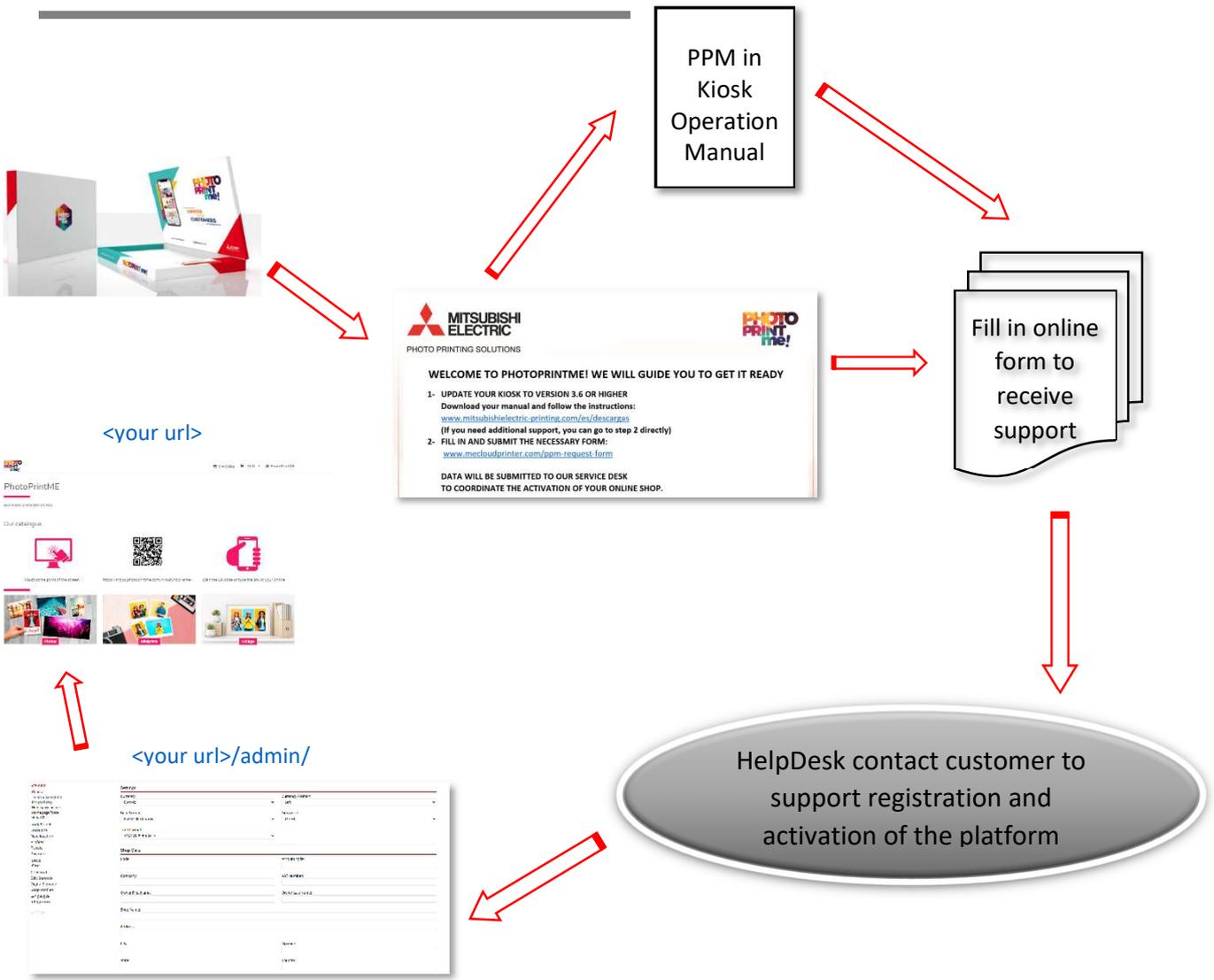


When you acquire a PhotoPrintMe subscription, you get a highly configurable dedicated website. You can customize the site appearance; manage your products on the catalogue, setup prices, promotions, check statistics and much more. From the same site your customers will be able to upload their photos and create printing orders. The validated orders will be printed in your kiosk.

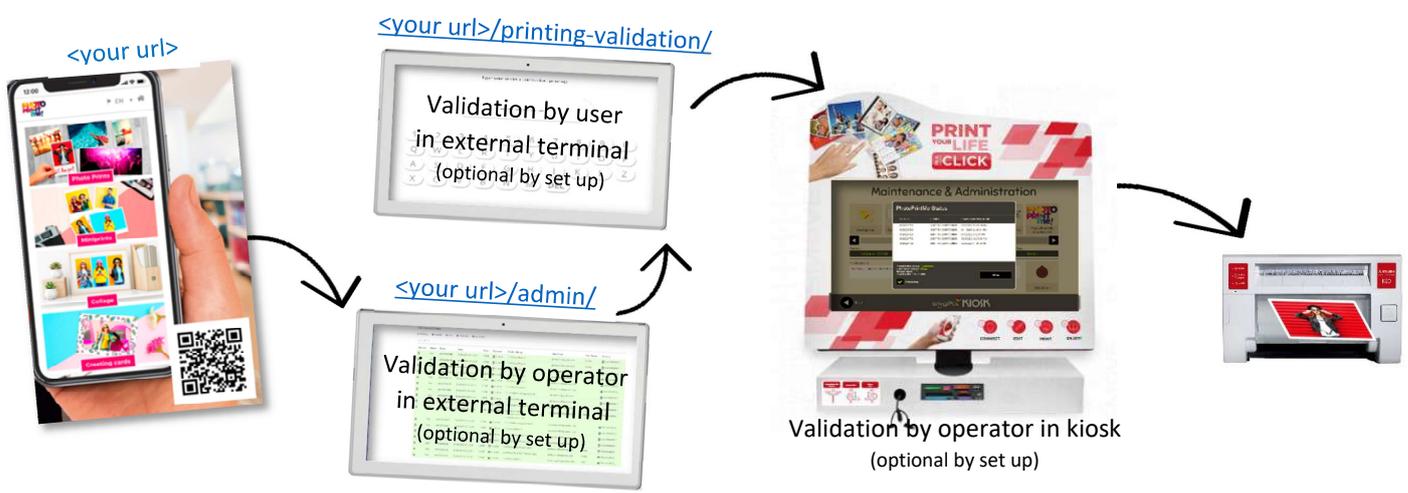
IMPORTANT: Support videos for your installation are available for you in

photoprintme.com

PhotoPrintMe Activation Flow



PhotoPrintMe User Flow



CONTENT OF YOUR PHOTOPRINTME BOX

(Skip this information if your kiosk is a KIOSK121)

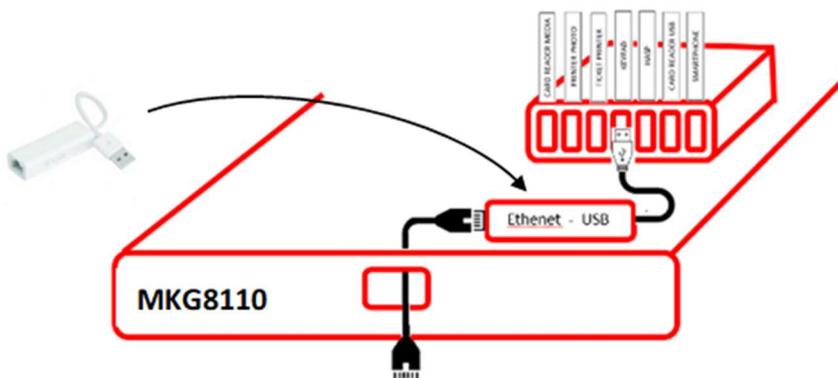
- Welcome letter
- Instructions sheet
- A3 poster / A4 POS / Stopper 13x28cm / Stopper for screen 10x20cm / Window vinyl 21x21cm
- QR sheets x2
- USB Drive
 - Version: v3.6.1, v3.6.0, v3.5, v3.4.3, v3.4.1, v3.4.0, v3.3.0, v3.0.0
 - Customized screen saver: different languages screen savers
 - Tools: Team Viewer, SysID reader, Ethernet adapter recommended driver



IMPORTANT: If your kiosk is a **MKG8110*** you need to add a Ethernet-USB adaptor before starting the PPM installation process. This adaptor is NOT supplied in PPM Box. If you need additional support to get this additional hardware, please contact our HelpDesk: helpdesk.messec@sp.mee.com

*Only necessary in MKG8110

(Internal View, it is necessary to open the rear cover. Unscrew the four manual screws at the back)



GET YOUR KIOSK READY FOR PPM

To setup PhotoPrintMe in your kiosk you only need:

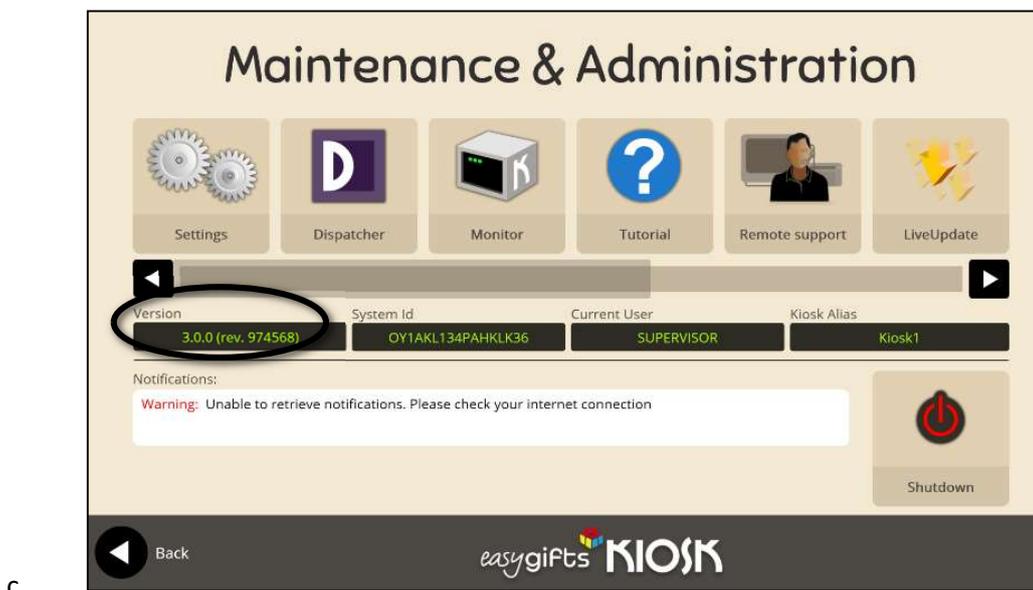
- A Mitsubishi Kiosk updated with v3.6.0 or higher (DIY or with HelpDesk support)
- An account at www.mecloudprinter.com (Helpdesk will do it for you)
- A PhotoPrintMe url with all the products you can offer (Helpdesk will do it for you)
- A PhotoPrintMe subscription for your kiosk (Helpdesk will do it for you)

Update your kiosk

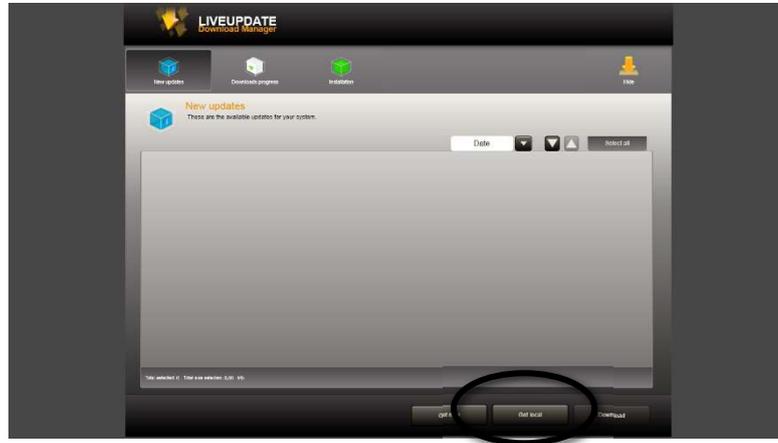
(If you think you need support for this action, you can directly jump to next step)

To start using PhotoPrintMe you will need to confirm that your kiosk has sw version 3.6.0 or higher. If it is not the case, you can update it following the next steps:

1. Read the software version in your kiosk by accessing to the operator main menu.
 - a. Click on the left corner① and on the right corner②to access the operator main menu
 - b. Enter your operator password
 - c. Read the software version installed in your kiosk



- d. If your kiosk shows v3.5 or lower, update it until v3.6 sequentially following this order:
 - v3.0.0 → v3.3.0 → v3.4.0 → v3.4.1 → v3.4.3 → v3.5.0 → v3.6.0 → v3.6.1
 - i. Make sure to turn off and on your kiosk after every update is finished
 - ii. Connect the supplied pen drive to your kiosk
 - iii. Click on LiveUpdate icon (right side of the above image)
 - iv. Click on “Get Local” icon



- v. Browse to find the immediate next version installed in your kiosk



- vi. Select the corresponding zip file and accept
 - vii. Wait for the kiosk to be updated and then Click on Install green button appeared
 - viii. Once finished click on Hide button (top right corner) and check that new version that appears in Version window is higher than previous one
 - ix. Repeat this process until the displayed software version is v3.6.1 and your System ID shows the updated information. At this level, if you scroll to the right, you can see Photoprintme icon as shown in next image.
- e. Once your version is correctly updated to v3.6, the SystemID (shown also in the same screen next to version number) of your equipment will be also updated. **Please keep this System ID number to report it to technical Service for your registration.**
 - f. By clicking the PhotoPrintMe icon, you can get the information about your internet connection and PhotoPrintMe status (see chapter SETTINGS IN YOUR KIOSK of this manual)



2. Installation of additional features

- a. You can install a customized screen saver in your language if you download the corresponding file in the supplied pen drive
- b. To install your new screen saver, follow the same process as in Step 1

Get mecloudprinter account and PhotoPrintMe url

Please access to this link in order register the necessary information to create your account and register your kiosk to our mecloudprinter platform: www.mecloudprinter.com/ppm-request-form

Mitsubishi Photo Multiple Request Form

 English (English)

Company or store data

Company name* Address*

City* Zip code* Country* State Region

Country phone code* Phone* Tax number*

Contact information

First name* Last name* Email*

Kiosk device

Model* Serial number*

System ID* PhotoPrintMe Serial Number (PPMKIOSK)*

- Company/Store data: Introduce in these fields the name and complete address of your company/store as well as your Tax number
- Contact Information: Introduce your name and email address so that we can contact you when the registration process is completed
- Kiosk device: Introduce the following information of your kiosk
- Model: Any model of these families are compatible with PhotoPrintMe, MKG80xx / MKG81xx /MKG84xx. Please introduce your exact model here.
- Serial Number: Introduce your kiosk serial number. You will find it at the back of your kiosk
- System_ID (or Unique ID): This number will be shown in operator screen of your kiosk once updated to v3.6.0 or higher (see figure in previous page to know details)
- PhotoPrintMe serial number (PPMKIOSK): Introduce the serial number of your PhotoPrintMe kit box. It will be shown at the back of your PPMKIOSK box.

This information will be used to create your PhotoPrintMe site. Our helpdesk will contact you to give you all the information and guide you to complete the total activation process.

Once your account is created, you must activate it. To do this, you will receive a confirmation email. Please check your Spam box if you do not receive it.

Keep this account because you will need it in order to renew your licenses or request new subscriptions.

IMPORTANT: You must confirm the received email in order to activate your account.

PHOTOPRINTME SHOP CONFIGURATION

Accessing your shop

To Access the shop configuration you need to go to your shop URL + “/admin/”.

For example: <https://shops.photoprintme.com/<your url code>/admin>

(user name and password are required)

Find them in your Welcome letter inside your PPMKIOSK box.

There are two type of users who can access the shop’s administration page:

- Operator: This user can only validate orders.
- Supervisor: This user can validate orders and can also access settings and configure all data like shop information, product catalogue, etc...

Now enter to your admin page, to start preparing the following configurations:

SETTINGS

ORDERS

PRODUCTS

PROMOTIONS

STATISTICS

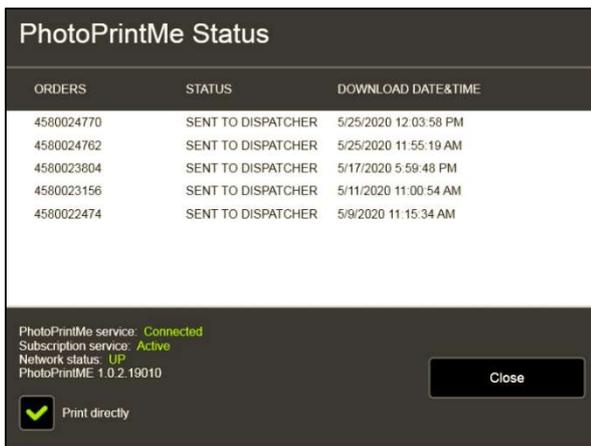
Refer to each chapter of PhotoPrintMe Manual to access each of these configurations of your PhotoPrintMe shop. [PhotoPrintMe English Manual](#)

PHOTOPRINTME SETTINGS IN YOUR KIOSK

There is only one simple screen in your kiosk which gives you all the necessary information about PhotoPrintMe orders and status. To access this information, please go to operator menu of your kiosk and scroll right until PhotoPrintMe icon is visible, then click to this icon to show PhotoPrintMe status menu:



In this menu, you can read the following information:



Orders: History of all orders sent and order number

Status: The status of each order

Download date&time: The time when each order is downloaded from PhotoPrintMe cloud to the kiosk

PhotoPrintMe Service:

Connected: The connection to PhotoPrintMe server is correct.

Disconnected: Not possible to connect to PhotoPrintMe server. Server could be down temporarily.

Subscription service:

Active: If your subscription is up to date

Inactive: If your subscription is not activated or obsolete

Network Status:

UP: Your internet connection is ok

DOWN: There is no internet connection

PhotoPrintME: version of PhotoPrintMe application

Print directly: This needs to be configured by the kiosk operator

Ticked: PhotoPrintMe orders will be printed without having them validated in your kiosk.

Unticked: PhotoPrintMe orders need to be validated in Kiosk dispatcher in order to get them printed

CONFIGURATION TIPS

Once your shop is active and working, here are some ideas that may help you choose one or another configuration for the orders validation

Print validation in external terminal only. PhotoPrintMe touchless kiosk

Use this validation flow if you want to validate your received orders without taking action at kiosk side. To configure this flow, you must choose PhotoPrintMe validation options. (Check PhotoPrintMe Manual for details)

Select the order flow when placed with this payment method on this profile.

Automatic Validation

Enable

If active, the order will be automatically validated once placed by the customer. Otherwise someone will have to validate it manually.

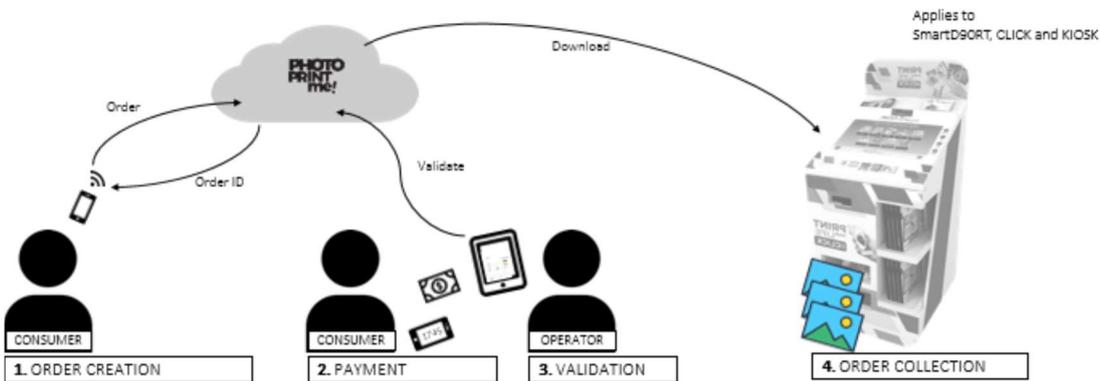
Automatic Printing

Enable

If active, the order will be printed automatically once validated. Otherwise someone will have to print it manually.

Save

The order flow will become like this:



At the same time, make sure that kiosk setting direct print is ticked

Maintenance & Administration

LiveUpdate, Backup Manager, MAP Preventive Cleaning, Statistics, Printer Control

Version: 3.6.0 (rev. 977448), System Id: 780f416629b3, Current User: SUPERVISOR, Kiosk Alias: Kiosk1

Notifications: Warning: Unable to retrieve notifications from the main channel: http://www.messec.net/rss/kioskgifts.rss

Shutdown

Back, easygifts KIOSK

PhotoPrintMe Status

ORDERS	STATUS	DOWNLOAD DATE&TIME
4580024770	SENT TO DISPATCHER	5/25/2020 12:03:58 PM
4580024762	SENT TO DISPATCHER	5/25/2020 11:55:19 AM
4580023804	SENT TO DISPATCHER	5/17/2020 5:59:48 PM
4580023156	SENT TO DISPATCHER	5/11/2020 11:00:54 AM
4580022474	SENT TO DISPATCHER	5/9/2020 11:15:34 AM

PhotoPrintMe service: Connected
 Subscription service: Active
 Network status: UP
 PhotoPrintME: 1.0 2.19010

Print directly

Close

Print validation in kiosk. No additional terminal is required

Use this validation flow if you do not have any external validation device (PC or tablet or mobile) and you prefer to use the kiosk as a validation terminal. Make sure that the option "Print Directly" is unticked.



In this case, the orders will remain in the kiosk dispatcher until they are validated. To do so, enter to dispatcher by clicking in the dispatcher icon of the Operator menu.



- All pending orders will be displayed on the dispatcher
- Select the order click on validate or cancel button on the top right corner, depending if you want to print it or delete it.



In this flow, PhotoPrintMe validation options must be both activated automatically so they will be sent to dispatcher directly without any action from operator or user.

Select the order flow when placed with this payment method on this profile.

Automatic Validation

Enable

If active, the order will be automatically validated once placed by the customer. Otherwise someone will have to validate it manually.

Automatic Printing

Enable

If active, the order will be printed automatically once validated. Otherwise someone will have to print it manually.

Save

We are working to promote the value of keeping the moments through printing pictures.

Contact information – Service & Support

Helpdesk.messec@sp.mee.com

www.mitsubishielectric-printing.com/support

Note:

All the information in this manual is subjected to changes without notice.

Product images are for illustrative purposes and may differ from the actual product.

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