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Category	Technical
Course	Location Setup
Version	1.0
Client	Generic
Software	2.15.5

Configure Media Packages

A media package is a collection of images that display on the 2nd POS screen that faces the customer.


This is useful for advertising new products or community messages whilst the customer waits to pay.

Procedure to Create a New Media Package

Refer to page 3 to assign a package to the register/s.

Hints and Tips

- ✓ Your business designs the image/s that you want to display; you can use a single image or several images that rotate on a nominated refresh cycle.
 - You can't add video clips.
 - It's recommended that you create a folder on the network called **Media Packages**, and save all the image files in this location.
- ✓ You can create several different packages, but can only run one package at a time.
- ✓ Save your image/s as a .jpeg file type; this ensures that the file size is not too large.
- ✓ The recommended image dimensions are 365 pixels wide by 600 pixels high; this ensures that the image fills and fits in the space available on the 2nd POS screen (usually only half the screen, as the transaction details display on the left).
 - The system won't scale your image to fit on the screen.
 - Check with SUREfire Retail Support if you want to use different dimensions.

1.	Create and save the image/s that you want to include in the package. <i>*Refer to Hints and Tips.*</i>	
2.	From the HOS/BOS System menu, select Location Setup .	
3.	If a Head Office user, select the Location that you want to define. <i>*You'll be creating the media package for all stores at and below the level that you select.*</i>	
4.	Double-click the Media Packages icon.	
5.	Click New .	
6.	In the Name field, type a package name. <i>*Maximum 20 characters.*</i>	
7.	In the Description field, optionally type a description of the package. <i>*Maximum 50 characters.*</i>	
8.	Navigate the directory structure, and click the image file to include in the package.	
9.	Click the  button to add the selected image to the package.	

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Hints and Tips

- ✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.
- ✓ A package (including edited packages) is applied to the registers when **File Transfer** next runs (usually every few minutes).
 - The package is visible at POS on the first log on of the day, or once the operator has logged off and back on.



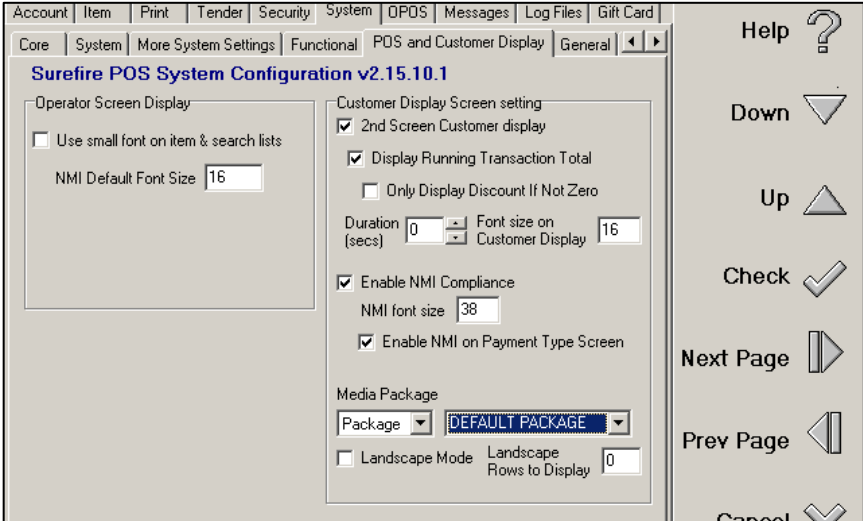

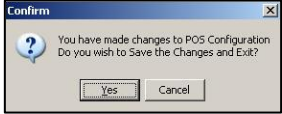
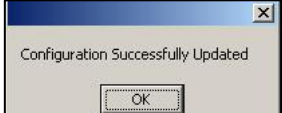
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Hints and Tips

- ✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.
- ✓ A package is applied to the registers when **File Transfer** next runs (usually every few minutes).
 - The package is visible at POS on the first log on of the day, or once the operator has logged off and back on.

Procedure to Change the Media Package Displayed at POS

1.	From the HOS/BOS System menu, select Location Setup .	
2.	If a Head Office user, select the Location that you want to define. <i>*You'll be changing the media package for all stores at and below the level that you select.*</i>	
3.	Double-click the Configure icon.	
4.	Click the System -> POS and Customer Display tab.	
5.	If not already selected, select the 2nd Screen Customer Display check box.	
6.	If not already selected, select the option Package from the list.	
7.	Select the package that you want to apply at POS from the second list.	
8.	In the Image duration field, select the number of seconds that each image will display on the screen.	
9.	Click Save .	
10.	Click Yes to continue. <i>*Or Cancel to return to the setting.*</i>	
11.	Click OK .	
12.	Click Close to exit Location Setup screen.	