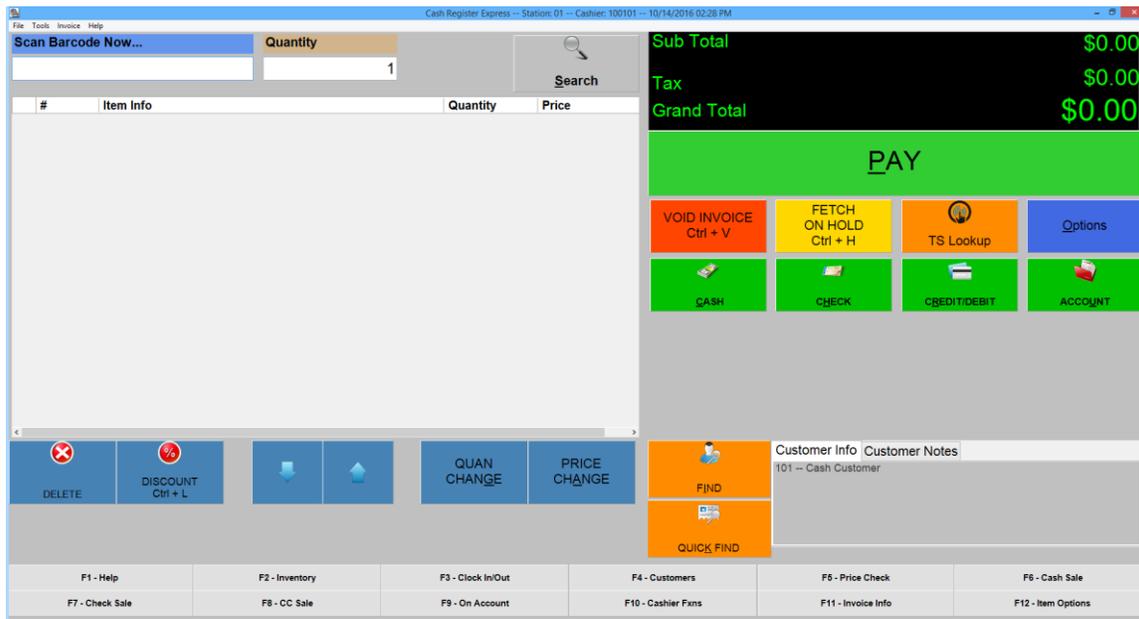


## Installing Cash Register Express



Below are instructions on installing Cash Register Express Including:

- Installation of the required prerequisites.
- Configuration of the software for first time use.
- Starting the software for the first time.

**\*\*\*NOTE: Before Installing Cash Register Express on any supported version of the Windows Operating System, you must install the latest Windows Updates and have an internet connection. To learn how to install the latest Windows Updates, please read [Microsoft's FAQ page for installing Windows Updates](#)\*\*\***

The **Minimum System Requirements** are:

- Windows 7 or above
- Intel Core 2 duo / 2.0 GHz Processor (or equivalent)
- 2GB of RAM

The **Recommended System Requirements** are:

- Windows 7 Professional or above
- Intel Core i3 / 2.93 GHz Processor (or equivalent)
- 4GB of RAM

**Note:** You must be logged onto your computer as an Administrator with full access rights in order to properly install Cash Register Express.

**Note:** If you have multiple stations within your store, it is very important that you **install the server first!** We also recommend you read the following document:

- [http://faq.pcamerica.com/file-lockers/pdf-locker/Sync\\_Configuration\\_CRE\\_RPE.pdf](http://faq.pcamerica.com/file-lockers/pdf-locker/Sync_Configuration_CRE_RPE.pdf)

**Note:** If you have multiple stores communicating to a corporate office, it is recommended you sign up for a pcAmerica training session to ensure you fully understand the process.

## **Table of Contents**

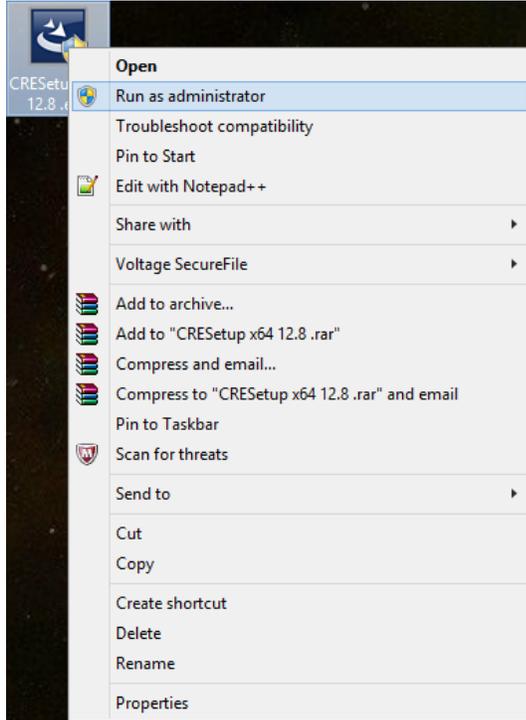
<b>INSTALLING CASH REGISTER EXPRESS</b>	<b>3</b>
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## Installing Cash Register Express

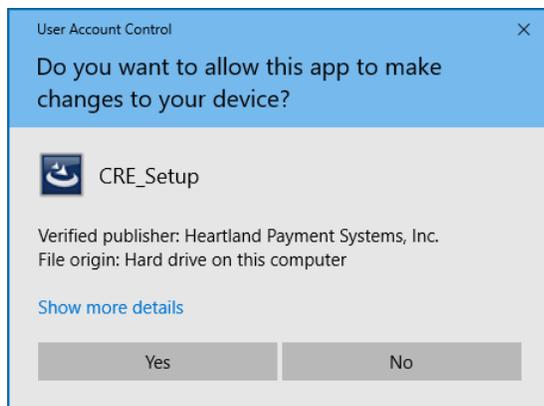
Insert the CRE CD into the CD-ROM drive.

Note: The Installer for CRE can be downloaded from:

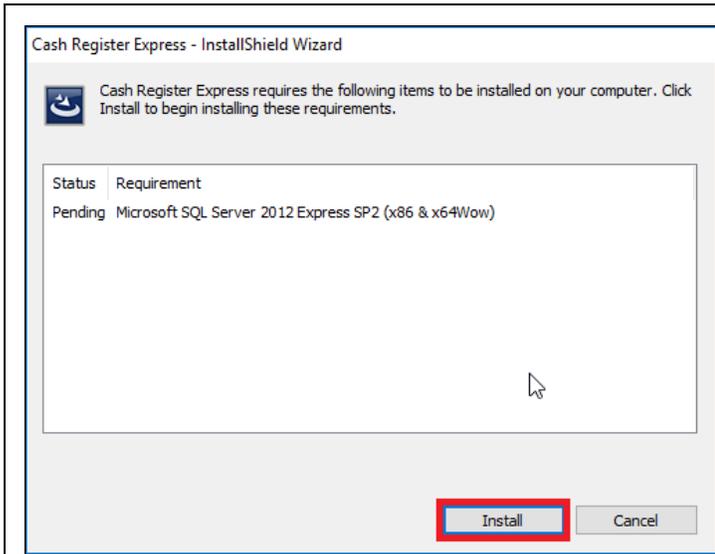
- [http://download2.pcamerica.com/12.8/CRE\\_Setup.exe](http://download2.pcamerica.com/12.8/CRE_Setup.exe) - for 32Bit installations
- [http://download2.pcamerica.com/12.8/CRE\\_Setup\\_x64.exe](http://download2.pcamerica.com/12.8/CRE_Setup_x64.exe) - for 64Bit installations



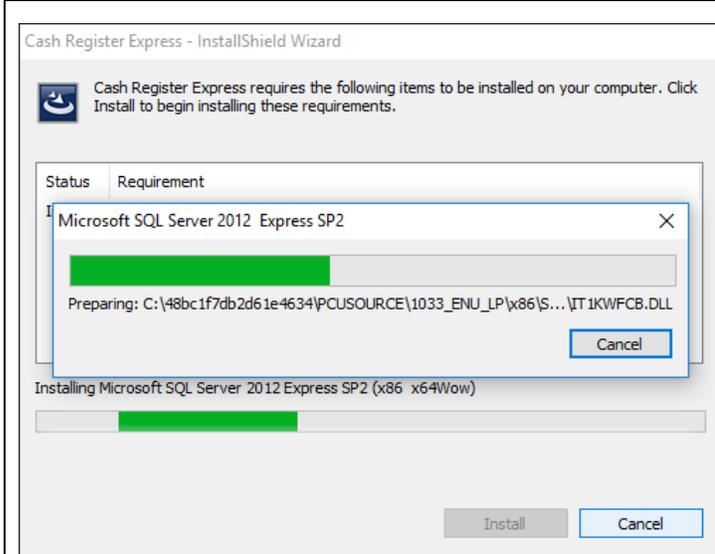
1. Open the downloaded installation file. In Windows 7 or above right click the installation file and select **Run as administrator**.



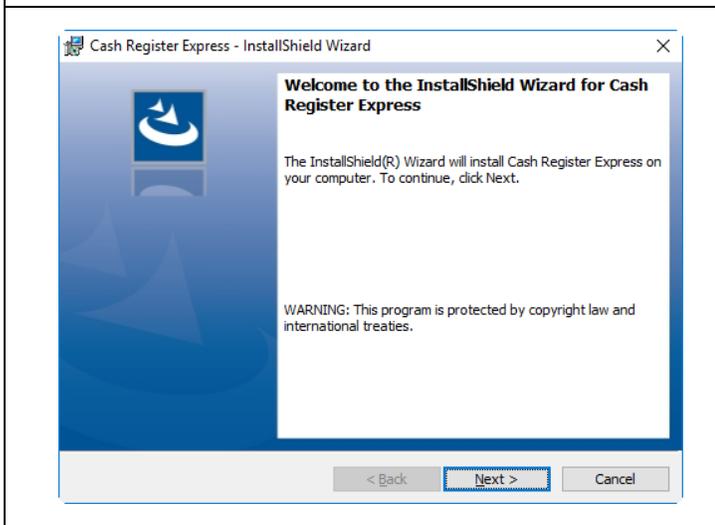
2. When prompted "Do you want to allow this app to make changes to your device?" Press **Yes** to the User Account Control Prompt.



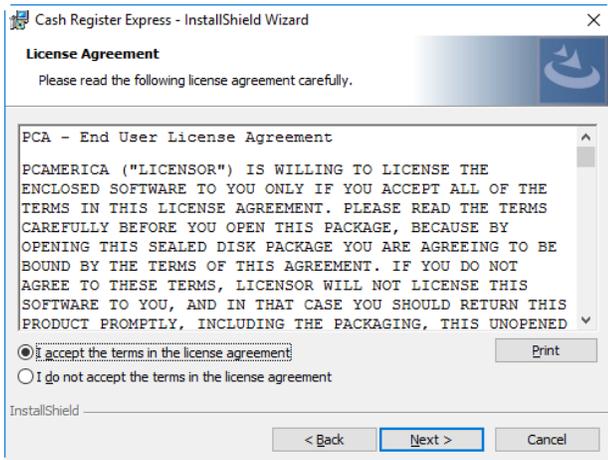
3. Before installing CRE/RPE the installer will scan for Microsoft SQL Server Express 2012 which is a prerequisite for the CRE install. If it is not present you will be prompted to install it. Select **Install**.



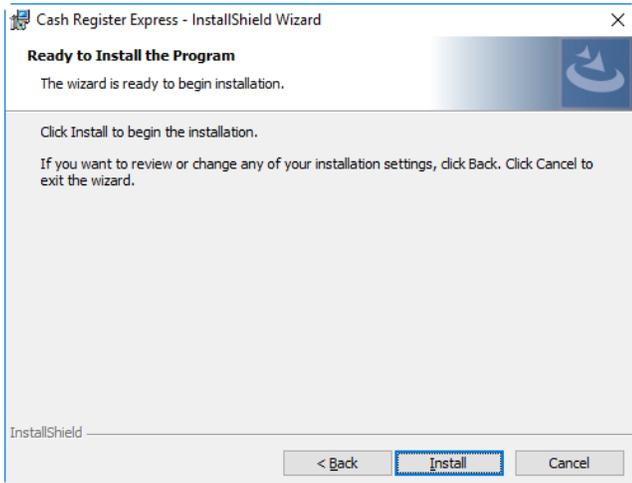
4. Wait for SQL server to finish installing.



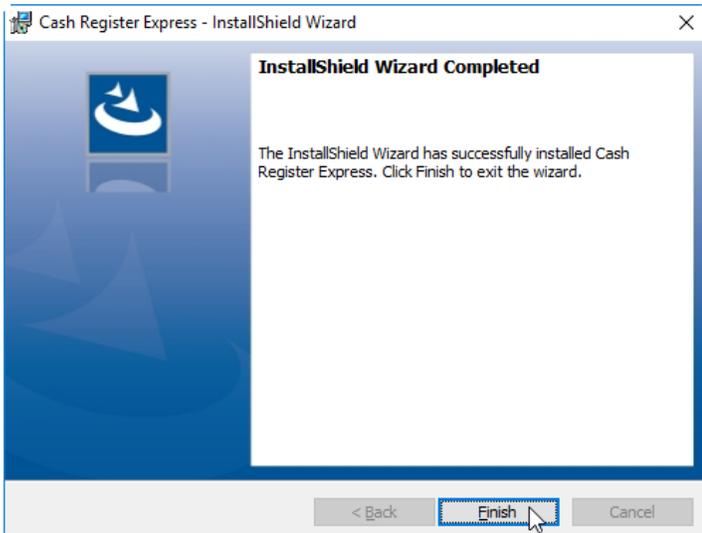
5. After all prerequisites have been installed the CRE installer should automatically launch and bring you to the next step.
6. Select **Next**.



7. Select **I accept the terms in the license agreement**, then select **Next**.

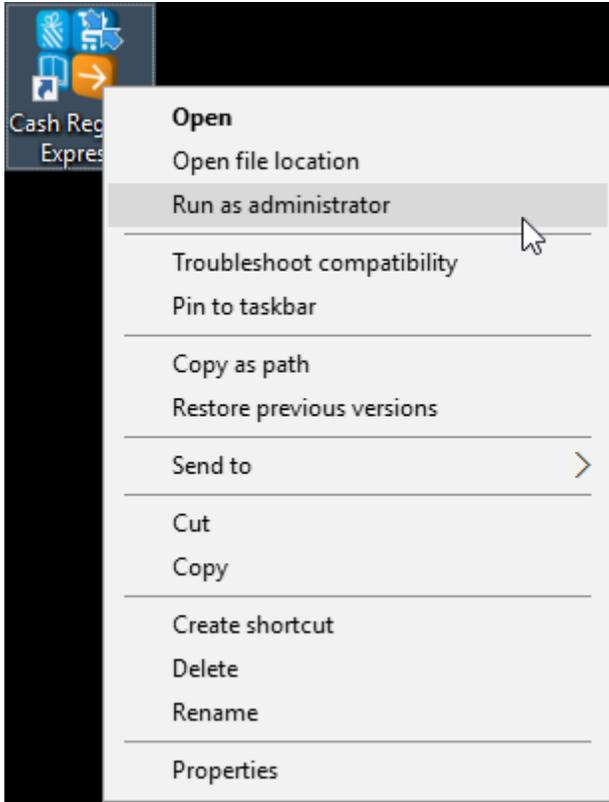


8. Select **Install** to begin the installation.



9. After the install has completed select **Finish** to exit the wizard.

## Configuration of CRE



1. Now that Cash Register Express is installed, find the Cash Register Express Icon on the desktop and **Right** Click it and select **Run as Administrator** to start it.

### License Agreement

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3. This license is valid only for use within the United States of America and its territories.

Accept

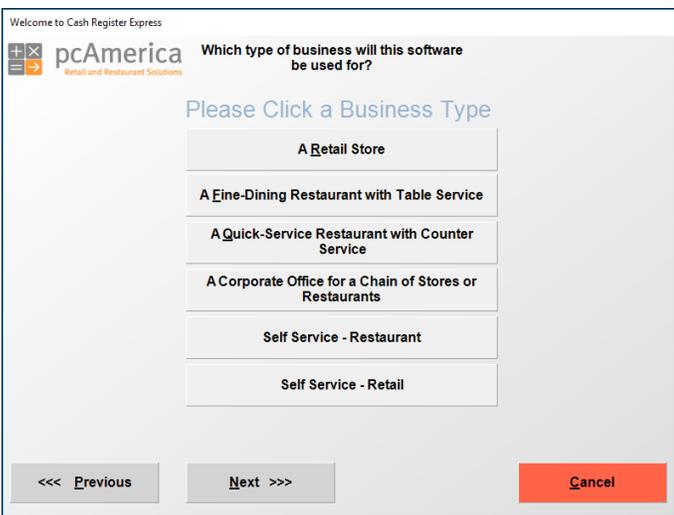
Decline

2. Open CRE/RPE (icon should be located on the desktop).

**Note:** In **Windows 7 or above** right click the installation file and select **Run as administrator**.



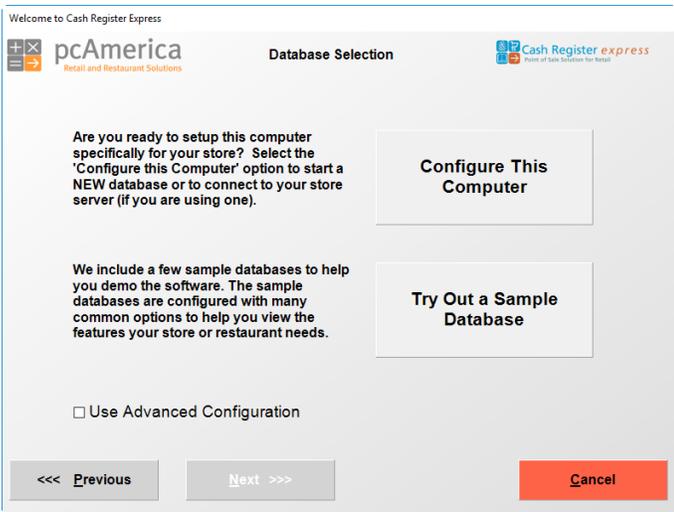
3. Select **Next** to begin the configuration process. You will be asked a series of questions that will determine how your system is installed.



4. **CRE/RPE** will prompt you to select your industry type. Select **A Corporate Office for a Chain of Stores or Restaurants ONLY** if this computer is an office computer in your corporate office (not an office computer in a restaurant). If this is a retail establishment, select **A Retail Store**. Otherwise, choose **A Fine Dining Restaurant with Table Service** or a **Quick Service Restaurant with Counter Service** depending on your type of restaurant.

For information on Self Service please see the document below:

[http://faq.pcamerica.com/file-lockers/pdf-locker/Self\\_Service.pdf](http://faq.pcamerica.com/file-lockers/pdf-locker/Self_Service.pdf)



5. The next screen in the wizard will be the **Database Selection** tab.

- Select **Configure This Computer** to start a NEW database.
- To try using one of the sample databases select **Try Out a Sample Database**.

Only select **Use Advanced Configuration** under the direction of technical support.

To connect to your server please see the following document:

- <http://faq.pcamerica.com/file-lockers/pdf->

Welcome to Cash Register Express

pcAmerica Retail and Restaurant Solutions

A few questions to get you started

Cash Register express Point of Sale Solution for Retail

Is this computer located in a store?

Yes - This computer is located in my retail store

No - This computer is located in my corporate office (for a chain of retail stores)

Do you have more than 1 computer using Cash Register Express in your store?

Yes - I have more than one computer in my retail store using Cash Register Express

No - This is the only computer in my retail store using Cash Register Express

Does this computer send information to a corporate server?

Yes - This computer sends info to a corporate office for a chain of retail stores

No - I am a single retail store and am not connected to a corporate office

<<< Previous    Next >>>    Cancel

6. If **Configure This Computer** was selected you will need to answer a series of questions to help configure your system properly.
7. When done select **Next**.

Welcome to Cash Register Express

pcAmerica Retail and Restaurant Solutions

Cash Register express Point of Sale Solution for Retail

Please select the Store ID and Station ID of this computer.

1001    01    Station Role: Standard

Create New Station    Done    Cancel

Selected Store ID: 1001    Selected Station ID: 01

<<< Previous    Next >>>    Configuring Services    Cancel

**Note:** To setup a **Store Server** you will need to choose the appropriate **Store ID** by highlighting it. In addition, you need to select a **Station ID**. You will then need to specify the **Station Role**:

**Standard** – This is the most commonly used station role. This station role will act as a normal cash register so that transactions can be performed.

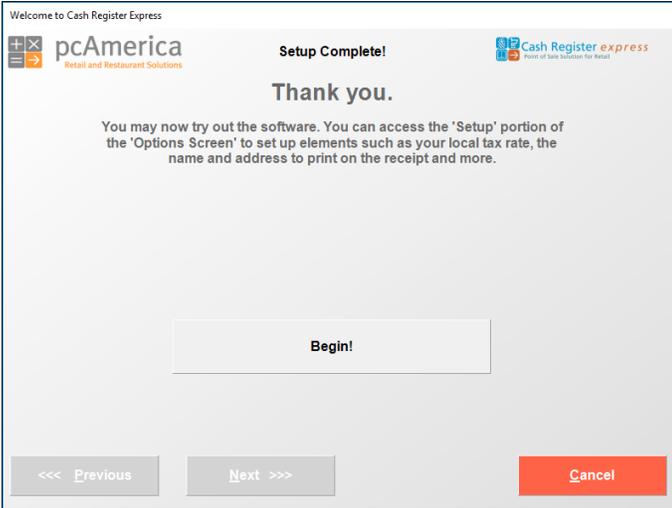
**DriveThru** – This role is used where a Drive Thru will be used. For more information please see:

- <http://faq.pcamerica.com/file-lockers/pdf-locker/DriveThru.pdf>

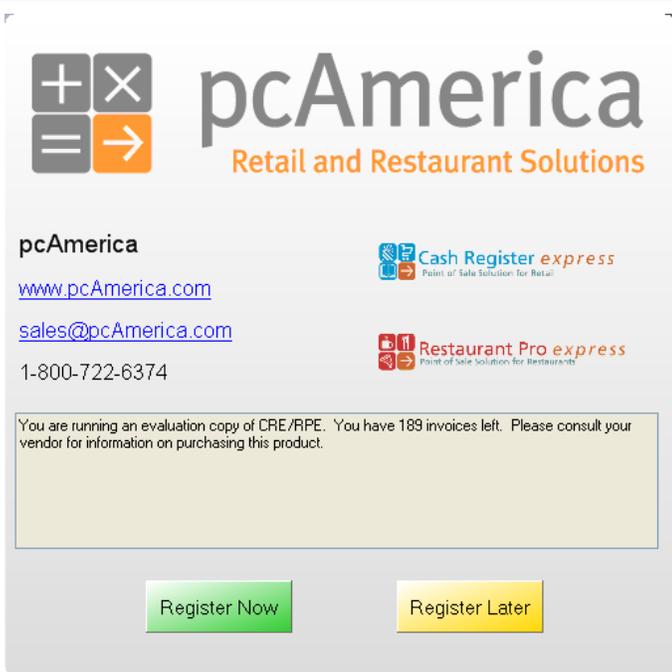
For connecting a **Station to a Store Server** please see:

- <http://faq.pcamerica.com/file-lockers/pdf-locker/Sync Configuration CRE RPE.pdf>

**Note:** Every station **MUST** have a unique number.

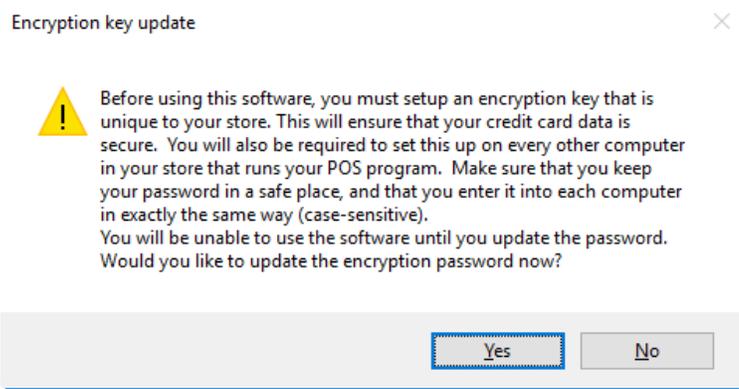
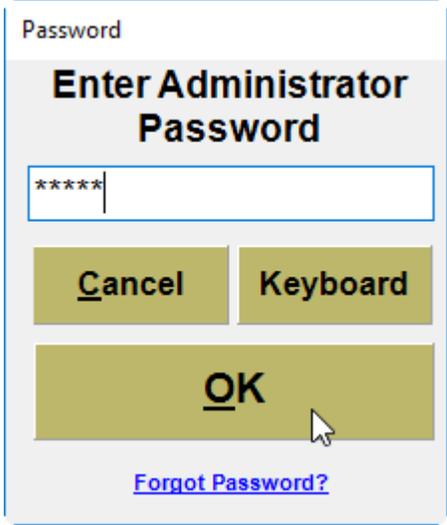
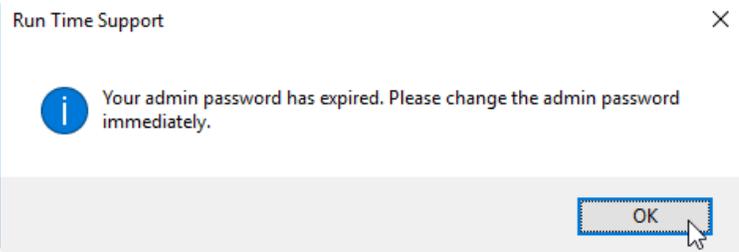


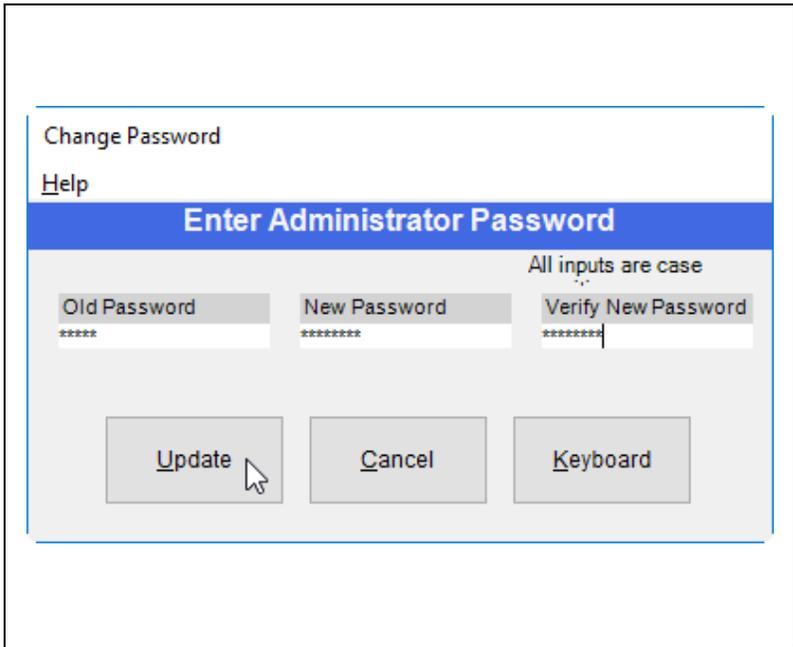
8. After you have configured your system select either **Begin** or **Exit** which will restart the program.



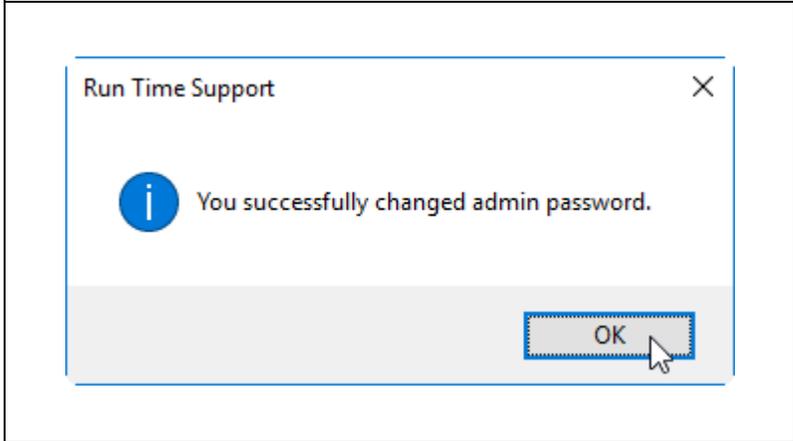
9. In order to gain access to your new software you must now register it. Select the **Register Now** tab and scan or enter the registration number that came with your software. You must have an internet connection to register your software or call your customer service representative to guide you through the manual registration process.

## Setting Up an Encryption Key

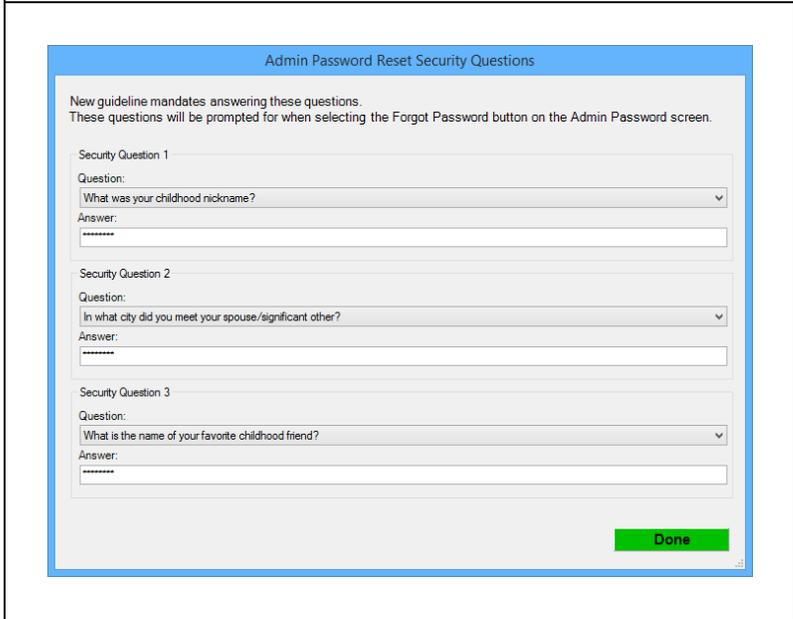
 <p>The screenshot shows a dialog box titled "Encryption key update" with a close button (X) in the top right corner. On the left is a yellow warning triangle icon. The text reads: "Before using this software, you must setup an encryption key that is unique to your store. This will ensure that your credit card data is secure. You will also be required to set this up on every other computer in your store that runs your POS program. Make sure that you keep your password in a safe place, and that you enter it into each computer in exactly the same way (case-sensitive). You will be unable to use the software until you update the password. Would you like to update the encryption password now?" At the bottom, there are two buttons: "Yes" (highlighted with a dashed blue border) and "No".</p>	<ol style="list-style-type: none"><li>1. Select <b>Yes</b> when prompted to update your encryption password.</li></ol>
 <p>The screenshot shows a dialog box titled "Password" with the subtitle "Enter Administrator Password". It features a password input field containing six asterisks "*****". Below the field are three buttons: "Cancel", "Keyboard", and "OK" (highlighted with a dashed blue border and a mouse cursor). At the bottom, there is a blue link that says "Forgot Password?".</p>	<ol style="list-style-type: none"><li>2. Enter the default administrator password, which is "admin" and select <b>OK</b>.</li></ol>
 <p>The screenshot shows a dialog box titled "Run Time Support" with a close button (X) in the top right corner. On the left is a blue information icon (i). The text reads: "Your admin password has expired. Please change the admin password immediately." At the bottom right, there is an "OK" button (highlighted with a dashed blue border and a mouse cursor).</p>	<ol style="list-style-type: none"><li>3. After you enter the default admin password, you'll be notified that it is <b>expired</b> and it must be changed. Press <b>OK</b>.</li></ol>



- 4. Enter the old admin password in the “Old Password Field and enter a new password.  
**\*\*Requirements\*\*** The administrative password must have at least **1 Uppercase Letter, 1 lowercase letter, and 1 number.**
- 5. Select **Update**



- 6. Press **OK**



- 7. After you’ve changed the admin password from the default password you’ll be prompted to setup the **Admin Password Reset Questions**. If you never need to change the Administrator password and you’ve forgotten the password, you must answer these questions to change it.

Your encryption password will be updated. The passphrase must have at least 8 characters, 1 uppercase letter, 1 special character & 1 number. Enter the secret password now.

\*\*\*\*\*

1	2	3	4	5	6	7	8	9	0	-
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	:	
Z	X	C	V	B	N	M	,	.	/	
Shift	SPACE								ENTER	

- Enter a secure, unique password and keep a record of it in a safe place. Press enter when finished.
  - If you are setting up multiple stations in the same store, use the same password on all stations.

Please enter your ID or swipe your card

		.
7	8	9
4	5	6
1	2	3
Delete	0	Enter



Station: 01  
10/14/2016  
12:43:38 PM

- Cash Register Express will proceed to the **Login Screen** after a brief loading process. You are now ready to use Cash Register Express!