

**Category** eziPass

**Version** 1.0

**Module** All

**Windows** 2000, XP, Vista, Server 2000 & 2003

**Updated** June 08

#### eziPass Website

Visit the eziPass website it has the most up to date news and information about new products and service that are offered by eziPass.

#### Touch Product Refunds

Once you have printed a voucher, you will be charged for the product. If you require a refund or cancellation of a voucher then you will need to fill in the refund form from the eziPass website at [www.ezipass.com.au](http://www.ezipass.com.au).

#### Touch Helpdesk

For Touch support call 1300 305 066

# eziPass STANDALONE INSTALLATION

Welcome to eziPass. This standalone software has been developed and provided free of charge by Tower Systems. With eziPass you can sell electronic voucher products (e.g. mobile phone recharge, international calling cards, pre-paid internet vouchers etc.) directly from your own computer— as well as more complicated products like fishing licences, theme park tickets and magazine subscriptions.

## Pre-requisites

- Internet Access, you must have Broadband Internet access on any computers that you intend to use with eziPass
- eziPass Starter pack email—this will include your Business ID and Security code.
- Installation CD
- An Installation password will be sent to you by mail after receiving the starter pack. (This is supplied by Tower Systems)
- Receipt Printers must use a minimum of 80mm wide receipt paper. We recommend that you use the Epson Thermal TM-T88III or above. Alternatively you can use a laser or ink jet printer to produce the vouchers. eziPass is compatible with any graphics-capable installed windows printer, however no warranty is made about support for specific printers. (Please note: using drivers with receipt printers may interfere with some POS software.)
- To use eziPass standalone you need to be using Windows 2000, XP, Vista, Server 2000 & 2003.
- As your computers are live on the internet, the appropriate security measures should be considered (e.g. firewall and antivirus software etc). Please make sure you allow eziPass to access the internet if your firewall tries to block it.

If you have any questions, please contact Tower Systems Support team.

## Installation Instructions

Only install eziPass on the computers you intend to use for selling vouchers.

1. Place the CD in the CD-ROM Drive.
2. The CD will then load the *Welcome to the eziPass Setup Wizard* message appears.
3. Click on 'Next'.
4. In *Password*, enter the installation password supplied by Tower Systems, (if you have not receive any password via mail, please contact Tower Support team)
5. Click on 'Next', Click on 'Next' then click

'Next' again.

6. Click on 'Install'.
7. Click on 'Finish'.

After the installation is completed, to start using eziPass you can double click on this icon on your desktop.



## Setting up eziPass

If you're running eziPass for the first time after installation the eziPass wizard will step you through the eziPass configuration.

1. The *eziPass Registration Screen* opens. Enter the 16 digit registration code supplied in your letter from Tower Systems.
2. Click on 'Activate'.
3. On the Setup Wizard Screen click on 'Next'
4. You will then be asked to enter in and confirm a password. This password is made up by you and will be used to access the eziPass setup screen in case you need it again. Enter in a password (max 9 characters) in *New Password* and then retype the same password in *Confirm Password*. Write down your password and keep it for future reference.
5. Click on 'Next'. If your password does not match then a red error will appear and you will need to retype BOTH passwords.
6. If your passwords match you will be taken to the Staff Details screen.
7. You will then be asked to add in staff members. Click on 'New' to add a staff member.
8. Enter in the Staff members First and Last names. (Max 20 characters for each)
9. Then enter in a staff ID. This will be used when selling vouchers through eziPass. (Max 5 characters). Keep it simple and easy to remember.
10. Then enter in a password for this staff member and confirm the password. This is used to unlock the eziPass if it has timed out. (Max 9 characters).
11. Click on 'Save'
12. Repeat steps 7—10 to add any other staff



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This general advice is provided by Tower Systems free of charge to users of the eziPass system. No warranty is made as to benefits to be gained by following this advice.

using eziPass. Once you have added all the required staff members

click on 'Next'

13. The store details screen will appear. These details are used when printing eziPass receipts or reports. Please enter your details. Once your details have been entered click on 'Next'
14. The Receipt Setup screen will then appear
15. If you would like to print an eziPass receipt after each sale then ensure that *Print Receipt* is ticked. If you wish for this to be on sales that are greater than \$50 then ensure that the *only print receipts when sale above \$50* is ticked.
16. In Messages, you can customise the text that is printed on the top (after your business name) and bottom (after the stock items purchased) of the receipts. Type these messages in.
17. Once your receipts are configured correctly then click on 'Next'
18. The printer configuration screen will then be shown.
19. In *Select Printer*, please select the installed windows printer that you wish to use as your eziPass voucher printer.
20. In *Printer Type* if you selected a receipt printer then select 'Receipt'. If the printer you selected was a A4 printer then select 'A4'
21. Leave all margin, heights, widths and font size settings as default and click on 'Save'. You will then be asked if you wish to print a test page. Click on 'Yes'.
22. A test receipt will then be printed. You can change the margin settings to better suit your printer. For instance if you wish to change the width or font size you can, however, remember to do a test print to ensure the receipt is formatted correctly.
23. Click on 'Next'
24. A test page will print on the printer you selected. If this printed correctly, then click on 'Yes'. If the page did not print then please ensure you selected the correct printer and that the printer is functioning correctly.
25. The End of Shift setup screen will then appear. If you wish to see the report preview then make sure that *Show Print Preview* is ticked.
26. If you wish the report to print out automatically then ensure that *Print Automatically* is ticked.
27. Click on 'Next'
28. The Commissioning screen is displayed. Go to step 4 of the 'Commissioning with Touch' instructions.

### Commissioning With Touch

1. Click on 'Setup'
2. Enter in your Setup Password
3. Click on Commission
4. Ensure that *Vendor* is set to *Touch*
5. Enter in your *Business ID* (Agent ID) as supplied by Touch on your setup pack.
6. Enter in your *security code* (Term ID) as supplied by Touch
7. Enter in your lane number - which is a unique number for each terminal. Use 01 for the first terminal, 02 for the second, etc.

**NOTE: Each lane number can only be used once. Reusing lane numbers will result in Touch locking your entire account. To unlock your account please contact the Tower helpdesk.**

For your reference, we have included a table below for you to record your various id's and lane numbers. It is advisable that you keep these in a safe place for later reference.

<b>Welcome to eziPass</b>	
Merchant ID: 127779 Terminal ID: 73759570	
Please confirm signup details and activate your eziPass terminal	
Activation Code: <b>9742890819286160</b>	
By activating the merchant is acknowledging responsibility for all financial transactions made by this terminal id	
Confirm Signup Details	
Name: Tower Stand Alone Testing Business 1 Address: L8 342 Flinders Street City: Melbourne State: VIC Post Code:	
If these details are incorrect please call 1300 305 066	
To Activate	
1. Start Ezipass 2. Select Activate 3. Select Enter the 16 digit activation code above 4. Select next and wait for confirmation 5. If your attempt fails check activation code and try again	
If your activation fails please call 1300 305 066	

8. Click on 'Commission'.
9. If the commission is successful then the Activation Code Receipt will be printed. This Receipt contains your Activation Code.
10. If 'Commission FAILED' message comes up, call Tower Support.
11. If Commissioning is successful then a message will be displayed. Click on 'OK'
12. You will then be asked *Please confirm you have received your activation code receipt?* If the receipt did print then click on 'Yes'. If not click on 'No' and then click on 'Re-commission' to reprint.
13. The activation screen will then appear.
14. Click on 'Activate' and enter in your Activation Code from the printed receipt in step 9.
15. Click on 'Next' and confirm your Activation Code is correct. If not click on 'Back' and change the code.
16. Click on 'Next'.
17. An *'Activation Successful -Please wait about 5 minutes to ensure product updates completed'* will appear. You cannot sell vouchers until this has been completed. If the file download has not been completed and you try to sell a voucher then you will be asked to activate again. If this occurs cancel the activation screen and wait a few minutes before retrying. If after 10 minutes you are not able to sell a voucher please exit eziPass and retry.
18. Once the file download has completed you will be able to sell eziPass product.
19. Repeat the process for each computer that you are installing eziPass on.

Business ID:	(Eg : AGENT1234)	
Security Code:	(Eg: 9999)	
	<b>Terminal Name</b>	<b>Lane Number</b>
	(Eg POS1)	(Eg 01)
	(Eg POS2)	(Eg 02)
	(Eg Back Counter)	(Eg 03)

