

Photo Express @ Home – Self Activation Processes

Please use this as a guide for setting up your instore kiosk to be Photo Express @ Home compatible.

- You will need your Online Level 3 access details (provided via email and fax).
- Web access links to the Photo Express @ Home software – Visit www.photoexpress.com.au and click on the **Photo Express @ Home** tab.

Task	Process
Configure Instore kiosk	<p>1. To configure your instore kiosk to download online orders, please follow the steps below:</p> <ol style="list-style-type: none"> Access the Admin section of your kiosk – Triple tap in the top left corner and enter the access PIN. Click on the “Order Manager” button and then “Settings”. In “Kiosk Username”, click the “star” and type in your Online Level 3 Username. XXXXXXX-onlinestaff (replace XXXXXXX with your Store Code). In “Kiosk Password”, type in your Online Level 3 Password. <p>NOTE – Your Online Level 3 access details will be provided to you via email and fax.</p> <ol style="list-style-type: none"> Click OK, and shutdown the kiosk software. Start up the kiosk software and go to “Order Manager » Settings” to make sure the correct download details have been entered.
Place Test Order	<p>2. Visit www.photoexpress.com.au from a computer in your store, click the “Launch Photo Express @ Home” button. Then place an order for 2 6x4” prints, from your store.</p> <p>NOTE – If you experience a long delay when accessing your store, this is the system is initialising your store. When you have done this once, your customers will have fast access to your store.</p> <ol style="list-style-type: none"> In approximately 15 minutes, your instore kiosk will “chime”, which means the order has been successfully received. This will be confirmed by a “star” in the top left of the screen. If you print the order, your credit card will be charged. To avoid this, simply delete the order from your kiosk. <p>NOTE – The instore kiosk needs to be on the “screen saver” for it to download online orders...it will NOT download orders if it is in use.</p> <p>For direction on how to print online orders, please follow the steps provided to you in the Store Quickstart guide (“Photo Express @ Home Store QS.pdf”).</p>

