Laptop Configuration

STEPS TO COMPLETE BEFORE LIVE DATE (REVEL)

UNPACK LAPTOP

1. **REMOVE THE LAPTOP FROM THE SHIPPING BOX**

    a. **ITEMS IN THE BOX**
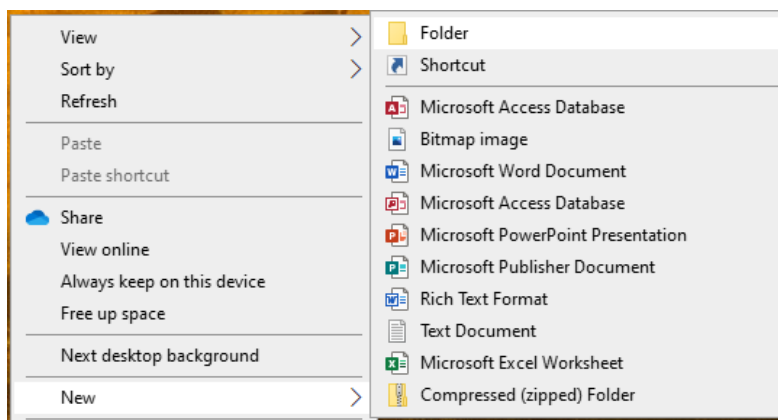
    　　i. **LAPTOP**

    　　ii. **AC ADAPTER / CHARGER**

2. **ONCE REMOVED LAPTOP FROM THE BOX PLUGIN AC ADAPTER / CHARGER**

3. **POWER ON LAPTOP**

BACKUP YOUR DATA ON THE MICROS/HP DESKTOP SERVER

1. **CREATE A NEW FOLDER ON YOUR MICROS/HP DESKTOP**

    a. **RIGHT CLICK ANYWHERE ON YOUR DESKTOP AND SELECT, NEW -> FOLDER**

    b. **NAME THE FOLDER "MOVE TO LAPTOP"**

    c. **NOW THAT THE FOLDER IS CREATED, COPY ALL DATA (PDF, EXCEL, WORD, REPORTS, ETC.) FROM YOUR DESKTOP AND THE "MY DOCUMENTS" FOLDER AND DRAG THEM INTO YOUR BACKUP FOLDER THAT YOU WISH TO KEEP.**
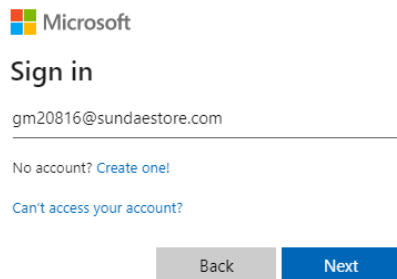
d. **THIS FOLDER WILL BE USED IN THE NEXT STEP**

CONNECTING TO ONEDRIVE FROM MICROS/HP DESKTOP

1. **DO YOU KNOW YOUR PASSWORD TO LOGIN TO YOUR EXISTING EMAIL ACCOUNT? IF YOU DO SKIP TO STEP 3**

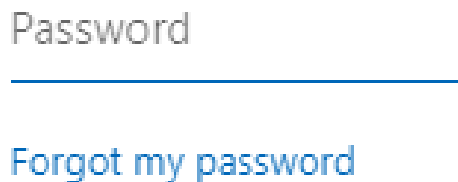2. **IF NEEDED, YOU MAY HAVE TO RESET YOUR PASSWORD FROM THE OFFICE.COM WEBSITE**

   a. **RESET YOUR OFFICE PASSWORD**

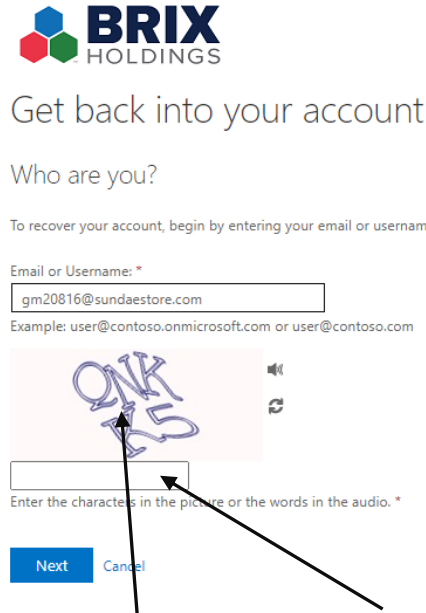   i. **ENTER YOUR EMAIL ADDRESS AT THE LOGIN SCREEN**

      ii. **CLICK NEXT**

      iii. **CLICK FORGOT PASSWORD**

iv. THIS WILL TAKE YOU TO THE FOLLOWING SCREEN

BRIX HOLDINGS

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characte

Email or Username: *

gm20816@sundaestore.com

Example: user@contoso.onmicrosoft.com or user@contoso.com

QNK R5

Enter the characters in the picture or the words in the audio. *

Next   Cancel

v. ENTER THE CHARACTERS FROM THE PICTURE AND CLICK NEXT

vi. CHOOSE TEXT MY MOBILE PHONE NUMBER

vii. ENTER YOU PHONE NUMBER

viii. YOU WILL RECEIVE A TEXT MESSAGE WITH VERIFICATION CODE WHICH WILL THEN ALLOW YOU TO RESET YOUR PASSWORD.

3. ON THE MICROS /HP SERVER OPEN CHROME AND LOGIN TO OFFICE.COM USING THE GMXXXXX@SUNDAESTORE.COM EMAIL ADDRESS AND PASSWORD.

4. MICROSOFT MFA WILL RESPOND (ONCE LOGGED IN) WITH A TEXT TO YOUR PHONE NUMBER (GM'S PHONE NUMBER WHICH IS YOUR MOBILE PHONE)

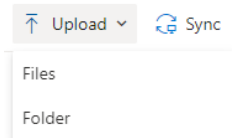5. ENTER THE VERIFICATION ON THE MFA SCREEN

6. ONCE LOGGED IN CLICK ON ⠿ IN THE UPPER LEFT HAND CORNER

7. THEN CLICK THE ONEDRIVE ICON ☁ OneDrive

8. ONCE OPEN CLICK THE ⬆ Upload ⌄ FROM THE TOP

9. CHOOSE FOLDER FROM THE PULLDOWN MENU

⬆ Upload ⌄ ⟲ Sync

Files

Folder

10. THIS WILL POP A WINDOW THAT LOOKS LIKE THIS
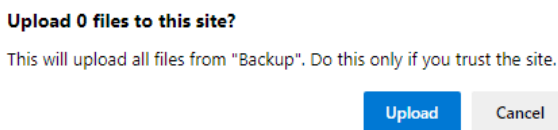
11. CLICK ON THE DESKTOP AND THEN CHOOSE THE FOLDER ON THE MICROS/HP DESKTOP THAT YOU COPIED ALL YOU DOCS/INFORMATION TO FOR BACKUP.

← → ⌄ ↑ 🖥 > This PC > Desktop >

Back to Desktop (Alt + Left Arrow)

⌄ ⭐ Quick access
　🖥 Desktop 📌

Name
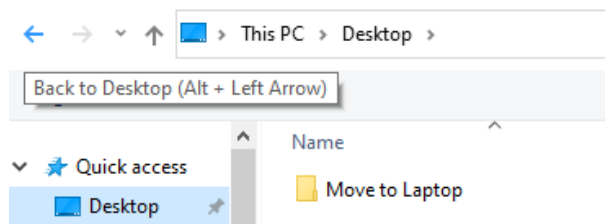
📁 Move to Laptop

12. CHOOSE THE "MOVE TO LAPTOP" FOLDER THAT YOU CREATED IN THE PRIOR STEPS AND CLICK UPLOAD

Folder: Move to Laptop

Upload　Cancel

13. YOU WILL RECEIVE A MESSAGE THAT LOOKS LIKE BELOW…..CLICK UPLOAD

Upload 0 files to this site?
This will upload all files from "Backup". Do this only if you trust the site.

Upload　Cancel

14. THIS WILL NOW UPLOAD ALL THE DOCUMENTS / INFORMATION THAT YOU HAVE PUT INTO THAT FOLDER FOR BACKUP AND WILL ALLOW YOU TO COPY TO THE NEW LAPTOP

ONEDRIVE TIPS AND INFORMATION

1. ALL DOCUMENTS WILL BE AUTOMATICALLY SAVED FROM THE LAPTOP TO THE ONEDRIVE FOLDER (AS LONG AS YOU KEEP THE

2. **ONEDRIVE LOGGED IN). IF THE ICON LOOKS LIKE** THAT MEANS THAT **ONEDRIVE IS RUNNING AND AUTOMATICALLY BACKING UP**

3. **IF YOUR ICON LOOKS LIKE THIS** THEN YOU WILL NEED TO LOGIN TO **ONEDRIVE** TO START AUTOMATICALLY BACKING UP AGAIN.

LOGIN TO LAPTOP

1. **AT THE LOGIN SCREEN ON THE LAPTOP**

2. **ENTER USER NAME AND PASSWORD**
   USERNAME: GMXXXXX@SUNDAESTORE.COM (XXXXX=STORE NUMBER)
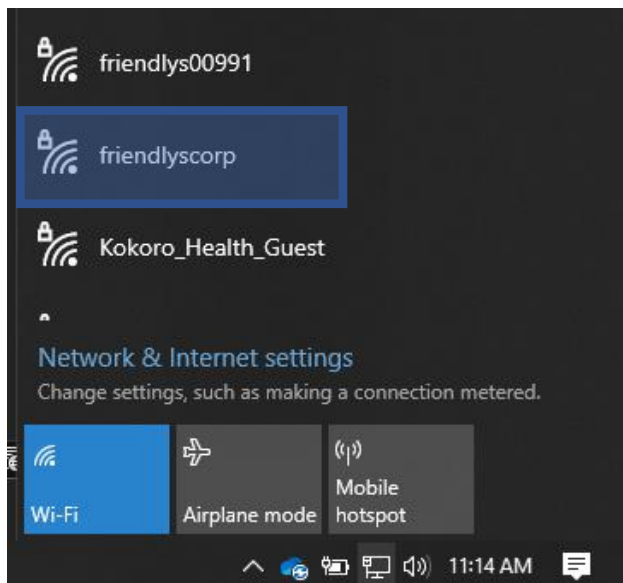   **PASSWORD: (YOUR CURRENT EMAIL PASSWORD)**
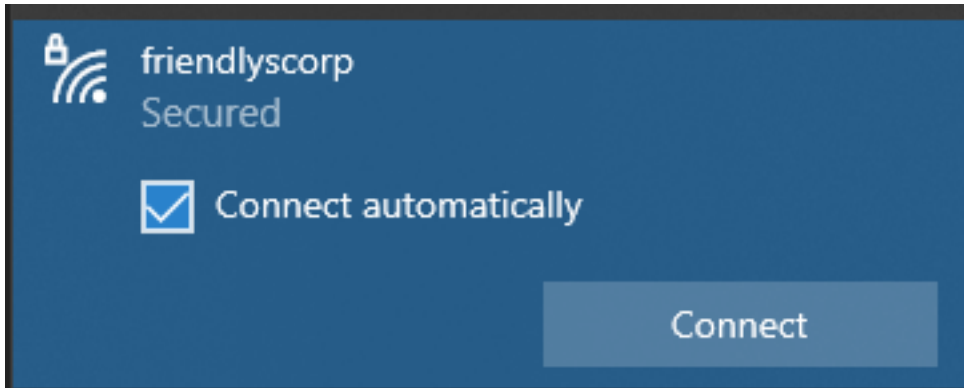
CONNECT LAPTOP TO WIFI

1. **CONNECT TO WIFI FROM LAPTOP**

   a. **CONNECT TO WIFI BY CLICKING ON THE WIFI SYMBOL IN THE LOWER RIGHT HAND CORNER OF YOUR LAPTOP . THE ICON SHOULD LOOK LIKE THIS** OR THIS

   b. **ONCE YOU CLICK ON THE WIFI ICON YOU SHOULD SEE A LIST LIKE THIS**

c. CLICK ON "FRIENDLYSCORP" AND CONNECT AUTOMATICALLY AND THEN CLICK CONNECT

d. ENTER THE PASSWORD FOR THE WIFI WHICH IS FRIENDLYSXXXXX (XXXXX=STORENUMBER)

e. BELOW IS A LIST OF ALL WIFI NETWORKS PROVIDED BY THE INTERFACE BOX.

(*NOTE: REVFRIENDLYS IS **ONLY** TO BE USED BY POS SYSTEMS*)

GUESTS	
WIFI Name	**Password**
friendlysguest	friendlysguest

VENDORS	
WIFI Name	**Password**
friendlysvendor	friendlysv3ndor

STORE DEVICES	
OLO Expo tablet, laptop when not on docking station, etc.	
WIFI Name	**Password**
friendlyscorp	Friendlys(5 digit store number) *Ex: Friendlys21234*

REVEL POS MOBILE ORDER TAKERS	
This is not broadcasted and must be manually entered on iPad	
Hidden WIFI Name	**Password**
revfriendlys	revelup!

2. OPEN ONEDRIVE

    a. CLICK START AND THEN CLICK ON THE ONEDRIVE ICON
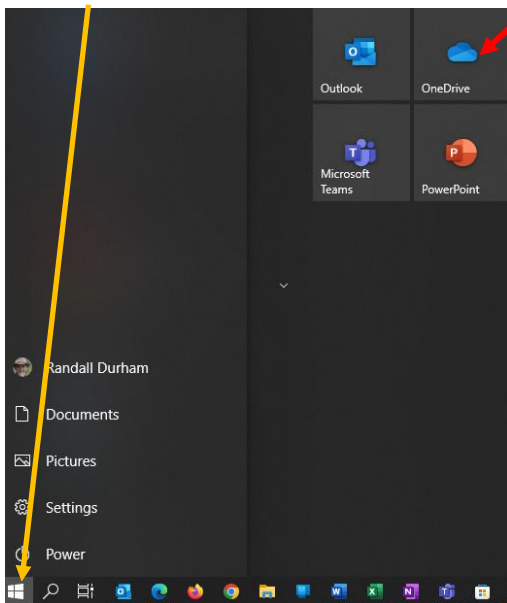
3. LOGIN USING THE EMAIL ADDRESS GMXXXXX@SUNDAESTORE.COM AND PASSWORD

4. CONNECT TO ONEDRIVE AND YOU BACKUP FOLDER WILL AUTOMATICALLY COPY TO YOUR DESKTOP FROM ONEDRIVE

5. ON YOUR DESKTOP YOU SHOULD NOW SEE THE FOLDER "MOVE TO LAPTOP" (THE OLD INFORMATION THAT WE BACKED UP FROM THE MICROS SERVER

GENERAL MFA (MULTIFACTOR AUTHENTICATION) INFORMATION

MFA INFORMATION FOR ALL GM ACCOUNTS IS ATTACHED TO THE GM'S MOBILE NUMBER. WHEN YOU LOGIN THE MFA WILL THEN SEND YOU A TEXT CONFIRMATION MESSAGE. ONCE CONFIRMED THE SYSTEM WILL LOGIN YOU INTO YOUR EMAIL ACCOUNT.
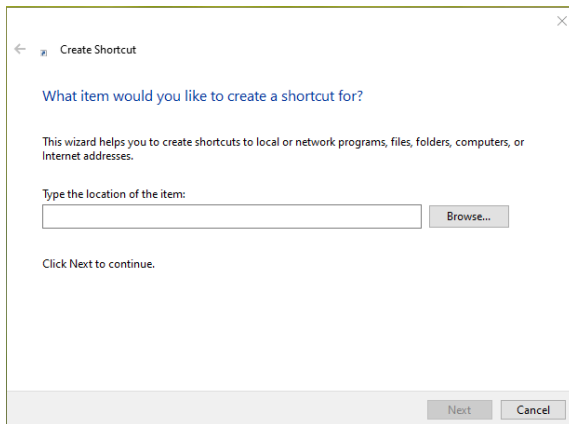
STORE ACCOUNT MFA IS SET TO THE STORES PHONE NUMBER AND SHOULD ONLY BE A CALL VERIFICATION.

CREATING SHORTCUTS ON YOUR DESKTOP FOR A CHROME BOOKMARK

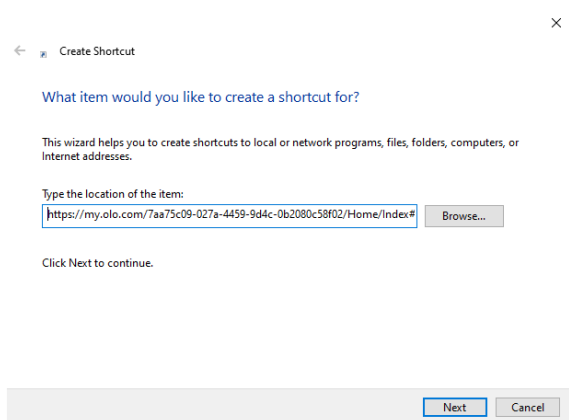1. **RIGHT CLICK ANYWHERE ON YOUR DESKTOP AND SELECT, NEW -> SHORTCUT**
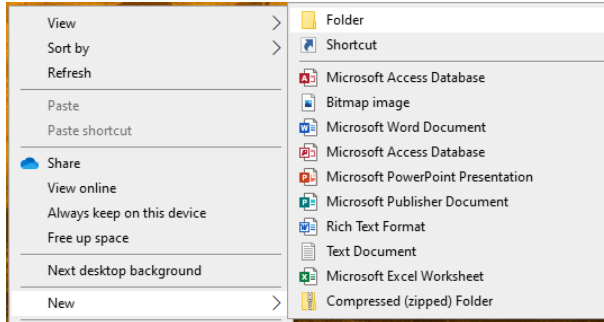
2. **THIS WILL BRING A WINDOW UP THAT LOOKS LIKE THIS**

3. **DEPENDING ON WHAT KIND OF SHORTCUT YOU ARE MAKING IS WHAT DETERMINES WHAT YOU WOULD PUT IN THE SHORTCUT DIALOG.**
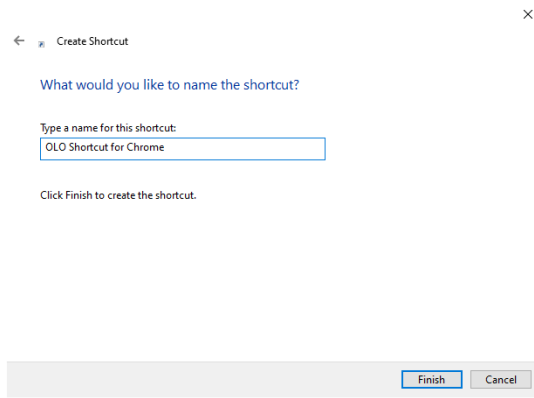
4. **ENTER THE URL THAT YOU WANT TO CREATE A SHORTCUT FOR ON YOUR DESKTOP**

5. CLICK NEXT

6. GIVE IT A NAME

7. CLICK FINISH

## 8. THIS CREATED A SHORTCUT FOR A CHROME BOOKMARK WHICH YOU WILL FIND ON THE DESKTOP OF YOUR LAPTOP.

9. CONTINUE TO CREATE BOOKMARKS AS NEEDED
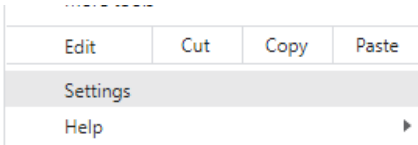
SAVED CHROME PASSWORDS

- IF YOU NEED ANY **OLD** OR FORGOTTEN PASSWORDS THAT ARE SAVED IN CHROME PLEASE CONTACT POS_SUPPORT@BRIXHOLDINGS.COM

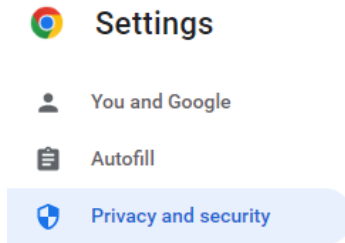## CHROME POP-UP BLOCKER (HOW TO DISABLE) *IMPORTANT FOR ORDERING WITH US FOODS*

1. WITH CHROME OPEN CLICK THE ELLIPSIS BUTTON IN THE UPPER RIGHT-HAND CORNER OF CHROME
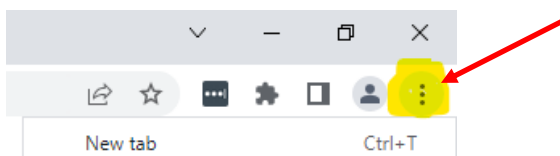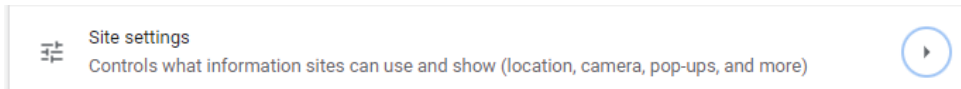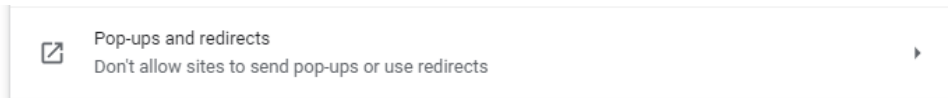
2. CLICK SETTINGS

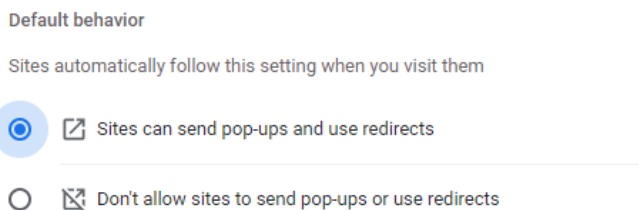## 3. IN SETTINGS CLICK ON PRIVACY AND SECURITY

4. CLICK ON SITE SETTINGS

5. CLICK ON

6. CHANGE THE DEFAULT BEHAVIOR TO MATCH THE IMAGE BELOW

7. THIS WILL NEED TO BE PERFORMED IN ORDER-TO-ORDER FOOD FROM THE WEBSITE.

THIS COMPLETES ALL STEPS UNTIL THE GO LIVE DATE

YOUR LAPTOP IS READY AND CONFIGURED FOR THE GO LIVE DATE

POST REVEL LIVE DATE
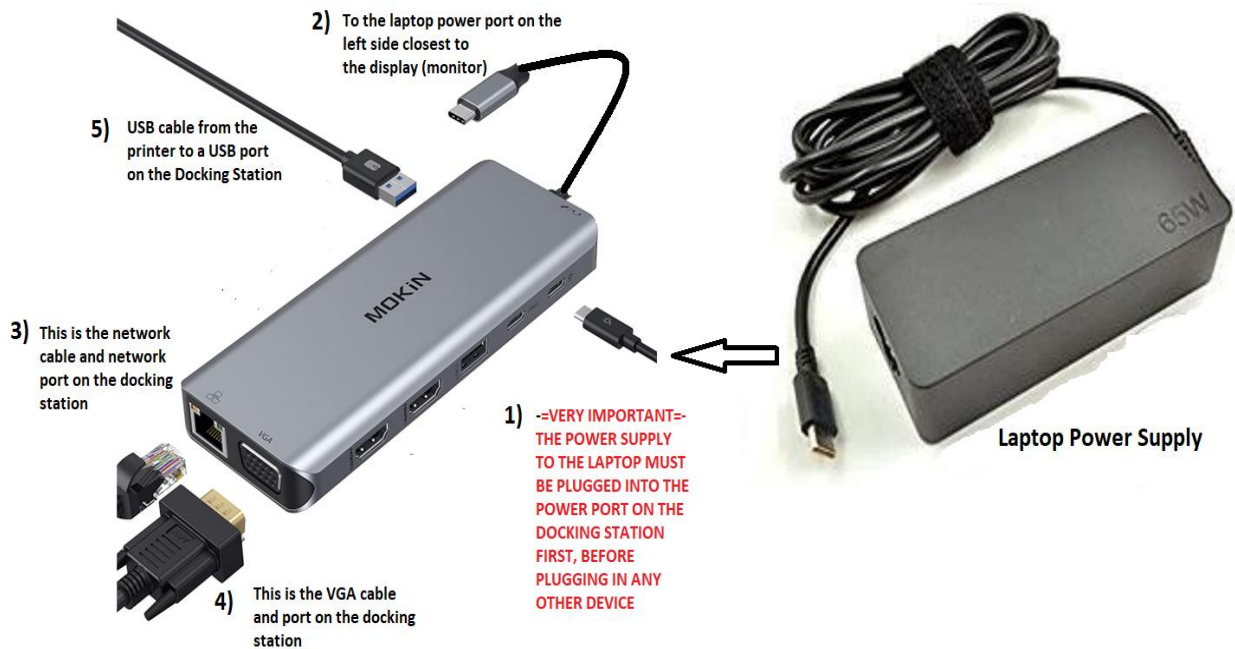
ALTAMETRICS AND LABOR VERIFICATION

1. CHECK SALES AND LABOR FROM ALTAMETRICS TO ENSURE ALL DATA WAS CAPTURED POST REVEL INSTALLATION.

2. THIS IS IMPORTANT TO HAVE ALL DATA IN PLACE BEFORE THE MICROS SERVER HAS BEEN PULLED.

3. IF THE DATA IS NOT AVAILABLE IN THE ALTAMETRICS THEN PLEASE CONTACT [POS_SUPPORT@BRIXHOLDINGS.COM](mailto:POS_Support@brixholdings.com) AND DO NOT COMPLETE NEXT STEPS UNTIL VERIFIED DATA IS IN PLACE.

4. IF ALL DATA IS GOOD THEN WE CAN POWER DOWN THE MICROS / HP SERVER

CONNECTING HUB TO YOUR LAPTOP

YOU SHOULD HAVE RECEIVED A HUB SHIPPED TO YOU DIRECTLY FROM AMAZON. IN THE PACKAGING YOU SHOULD HAVE THE HUB (NO POWER SUPPLY OR ADAPTER)

1. DISCONNECT ALL CABLES FROM THE MICROS/HP DESKTOP

   a. KEYBOARD

   b. MOUSE

   c. VIDEO CABLE

   d. NETWORK CABLE

2. **CONNECT THE POWER FROM THE AC ADAPTER TO THE PORT NOTED IN THE PICTURE BELOW**

2) To the laptop power port on the left side closest to the display (monitor)

5) USB cable from the printer to a USB port on the Docking Station

3) This is the network cable and network port on the docking station

4) This is the VGA cable and port on the docking station

1) -=VERY IMPORTANT=- THE POWER SUPPLY TO THE LAPTOP MUST BE PLUGGED INTO THE POWER PORT ON THE DOCKING STATION FIRST, BEFORE PLUGGING IN ANY OTHER DEVICE

Laptop Power Supply

3. **CONNECT THE USB-C CABLE FROM THE HUB TO THE USB-C (POWER IN) PORT ON THE LAPTOP (LEFT HAND SIDE NEAR THE HINGE FOR THE SCREEN SEE PICTURE BELOW).**

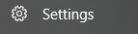POWER IN   USB 3.2 GEN 1 PORT   HDMI PORT   COMBO AUDIO PORT

4. **CONNECT THE NETWORK CABLE THAT WE DISCONNECTED FROM THE MICROS/HP DESKTOP TO THE NETWORK PORT ON THE HUB AS SHOWN IN STEP 3 OF THE PICTURE ABOVE. (IF NOT SKIP THIS STEP)**

5. **CONNECT EXISTING MONITOR FROM THE MICROS/HP DESKTOP DIRECTLY TO THE PORT ON THE HUB AS SHOWN IN STEP 4 OF THE PICTURE ABOVE.**

6. **IF CONNECTING A PRINTER TO YOUR NEW LAPTOP CONNECT THE USB CABLE FROM THE PRINTER TO A USB PORT IN THE HUB.**

INSTALLING PRINTER (USB PRINTER)

1. **CONNECT THE CABLE FROM THE PRINTER TO ONE OF THE USB PORTS ON THE HUB AS SHOWN ABOVE**

2. **ONCE THE PRINTER IS CONNECTED TO THE HUB WINDOWS SHOULD AUTOMATICALLY DOWNLOAD THE DRIVER AND INSTALLED THE PRINTER FOR YOUR USE**

3. **ONCE PRINTER IS INSTALLED OPEN SETTINGS** ⚙ Settings

4. **CLICK ON DEVICES**

   Devices
   Bluetooth, printers, mouse
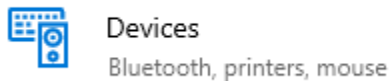
5. **PRINTERS AND SCANNERS**

   🖶 Printers & scanners
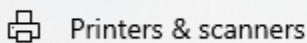
6. **YOU SHOULD SEE YOUR PRINTER IN THIS LIST AND SHOULD BE ABLE TO PRINT FROM ANY APPLICATION**

7. **FOR FURTHER ASSISTANCE PLEASE PUT IN A TICKET OR SEND AN EMAIL TO POS_SUPPORT@BRIXHOLDINGS.COM AND WE WILL REACH OUT TO YOU AND ASSIST.**

Laptop Configuration

QUICK LINKS FOR YOUR LAPTOP (FRIENDLY'S AND POS RELATED)

THIS IS A LIST OF THE HYPERLINKS (USED IN CHROME) TO CONNECT TO MOST OF THE SYSTEMS FOR YOUR STORE. CLICK ON THE LINK AND THEN CREATE A BOOKMARK IN CHROME.

REVEL	Outlook	ERS	US Foods | Food Supplier & Distributor | Restaurant Supply	Fran Connect	talentReef - Log In	MomentFeed
UKG App Ecolab Portal	TriMark USA SMG	P&L SMS Maintenance	Office Depot RizePoint - Elevate Success	Viatech Leaning Center	Uniforms Marketing Portal	HME Cloud Mr Beast
Friendly's Restaurant Claim Reporting Form	ServSafe® - Food Handler, Manager and Responsible Alcohol Training - Home	Account - VDC On The Fly	CBS Self Service Portal | Sign In	OLO		

## NETWORK CONFIGURATION FROM HUB TO SWITCH

1. ENSURE THAT THE NETWORK CABLE FROM YOUR HUB IS CONNECTED TO THE NEW SWITCH AND THE PORT IS # 15

2. THE NEW SWITCH IS NOW LOCATED ON THE WALL IN THE BACK OF HOUSE IN A BLACK BOX.

a. **L**OOK FOR THE BLACK BOX ON THE WALL WITH THE **I**NTERFACE EQUIPMENT INSTALLED

b. **C**ODE FOR THE **I**NTERFACE IS **C**ODE FOR BOX IS **323**

c. **L**OOK FOR THE **F**ORTISWITCH IN THE PANEL AREA (**I**S THE LARGER BOX BEHIND THE DEVICE LABELED **F**ORTINET)
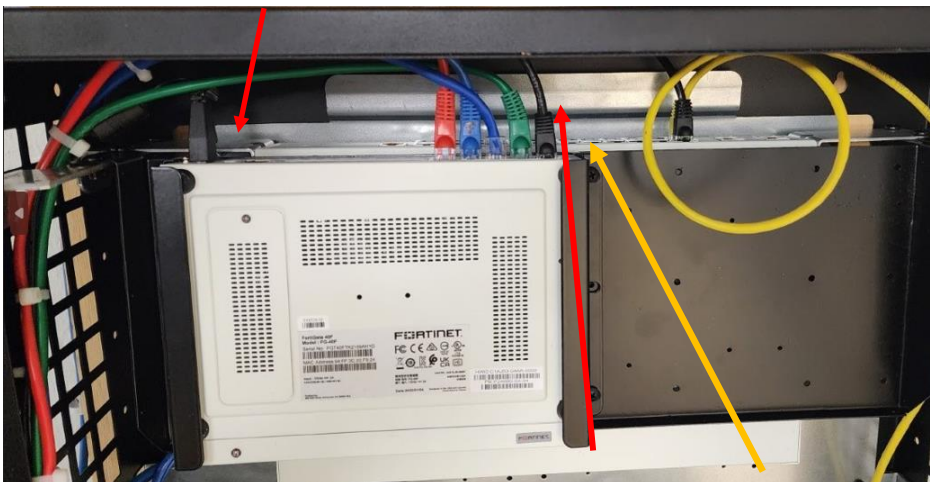
d. **P**ORT LAYOUT FOR THE **F**ORTISWITCH

e. **L**OOKING AT THE CABINET AND THE SWITCH THE **#13** PORT AND **#14** PORT ARE STACKED TOP AND BOTTOM OF EACH OTHER

f. YOU ARE NOW GOING TO CONNECT THE LAPTOP TO PORT 15 ON THE SWITCH SHOULD BE LOCATED TO THE RIGHT OF THE CABLE CONNECTED TO THE MICROS SERVER (IN PORT 14)

g. WE WILL NOW CONNECT TO YOUR LAPTOP (REMOTELY) TO ASSISTING THE COPY OF THE FOLDER ON THE MICROS SERVER TO YOUR LAPTOP ONEDRIVE (IF NEEDED)