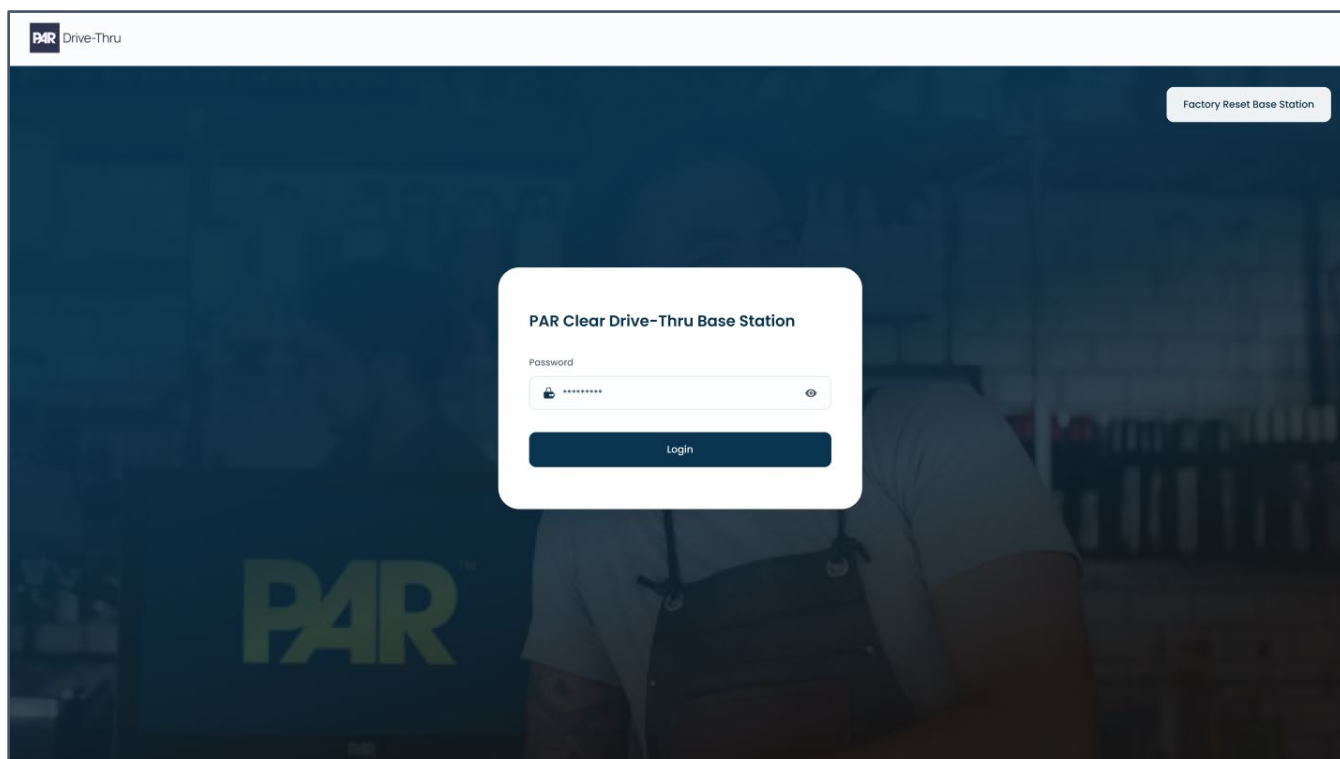




PAR G-Portal Quick Reference Guide



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Prerequisites

- A device such as a laptop, tablet, or desktop for accessing the internet
- An internet connection that can connect to the PAR Drive-Thru Cloud Portal at <https://portal.drivethru.partech.com>
- An account on the PAR Drive-Thru Cloud Portal
- Either Option A (store has accessible internet) or B (store does not yet have internet)
 - [Option A:](#) Laptop/tablet/desktop connected to store network with Wi-Fi or ethernet cable
 - [Option B:](#) Laptop/tablet/desktop with ethernet port and ethernet cable connected to Basestation (must have own stable DHCP internet via Wi-Fi hotspot or other methods)
(will reference Windows 10+)

Creating a Corporate/Franchise on DT Cloud Portal

1. Log into the PAR Drive-Thru Cloud Portal on the Basestation with provided address or link and enter in your credentials with Laptop or computer that is accessible to the internet:
<https://portal.drivethru.partech.com>
2. *You can skip this step if a Corporation is already present for your account and/or for the Basestation that you are setting up.*
Navigate to the 'Corporations' section, select 'Corporations' and click '+ Add New Corporate'.
3. Populate the necessary fields and click 'Add Corporate':
4. *You can skip this step if a Franchise is already present for your account and/or for the Basestation that you are setting up.*
Navigate to the 'Franchise' section and click '+ Add New Franchise'.
5. Populate the necessary fields and click 'Add Franchise':

Creating a Site on DT Cloud Portal

1. Navigate to the '**Sites**' section and click on '**+ Add New Site**'.
2. Populate the necessary fields and click '**Add Site**':
3. After a Site has been added, a pop-up screen appears with a **6-digit Activation code**. [Copy the code](#) by clicking the copy button or writing it down. The code will expire in 24 hours and is a one-time use code. You can close the pop-up if you have copied or written the code down.

Creating a Site Admin on DT Cloud Portal

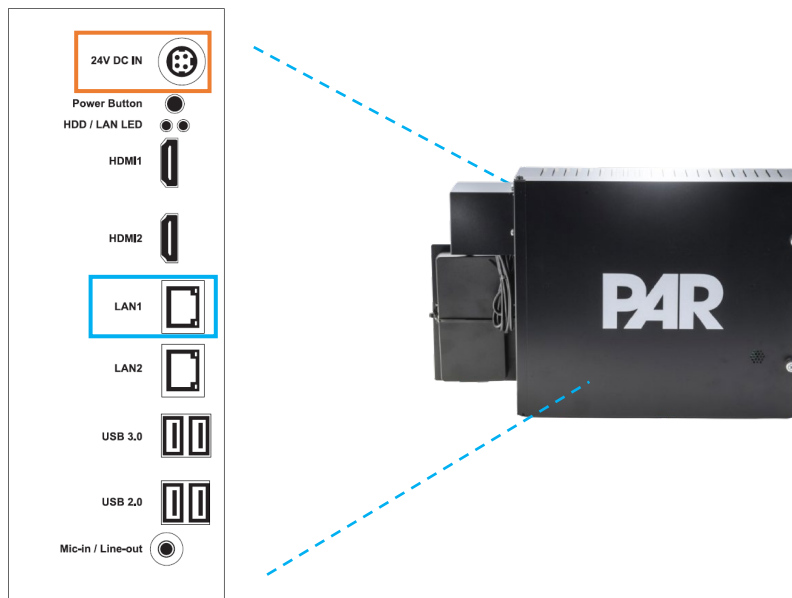
1. Navigate to 'Users' > 'Site Admins'.
2. Click the '+Add New Site Admin' button and populate the **Name** and **Email** fields.
3. Select the appropriate site from the '**Select a Site**' dropdown menu and click '**Add User**'.

Logging into the Basestation

Option A

DHCP Setup

1. Open up the basestation and plug in the store's live ethernet cable to basestation LAN 1. Next, plug in the power adapter to the basestation and proceed to power up the unit.

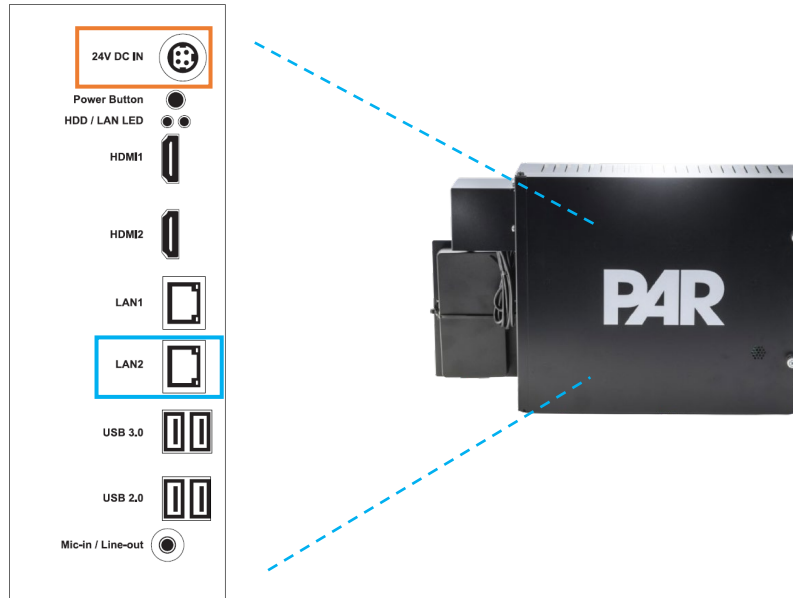


2. Wait about 1-2 minutes until the basestation boots up, then connect your Laptop/Computer to the store's network by either Wi-Fi or ethernet cable to the store's network switch.
3. Open a Laptop/Computer browser and type <http://m7800-0810:7800/> into the address bar and hit **Enter**.
4. Enter the default password which is '**12345**'. Once logged in you will be prompted to change the password. Click '**Set Password**' to change the password
 - a. Password minimum requirements: 8 characters, 1 symbol, 1 capital letter, and 1 number.
5. The '**Network Setup**' screen should then appear. Select **DHCP** under the '**Control Unit Network**' section and click the '**Save & Next**' button.
6. The '**Cloud Setup**' screen should appear. Click on '**Save & Next**' to proceed. These fields are pre-populated but are editable and should not be edited unless under the advice of a PAR employee.

7. The '**Certificate Claim**' screen appears. Select '**Activating Hardware in a New Site**'. A field appears in which to enter the activation code. Paste or enter the activation code copied earlier in Step 3 of "[Creating a Site on DT Cloud Portal](#)". Click on '**Claim Certificate**'. The screen should load and a "Connected Successfully" message appears. If an error message is returned, redo Step 3 of "[Creating a Site on DT Cloud Portal](#)" above. If it still unsuccessful, please contact PAR Drive Thru Support.
8. Open the Drive Thru Cloud and login with credentials.
9. Navigate to '**Devices**' and look for the '**Site Name**' added in the [Creating a Site on DT Cloud Portal](#) section.
10. Select the '**Actions**' column for the device and navigate to '**Settings**' > '**Network Setup**'.
11. Select '**DHCP**' and click the '**Apply**' button.
12. Reboot the basestation by selecting '**System Settings**' > '**Reboot System**'. Check the '**PAR Clear Basestation**' box and click '**Reboot Now**'.
13. **WHILE THE BASESTATION IS REBOOTING**, switch the Ethernet connection from the LAN1 port to the LAN2 port.
14. Confirm on the Cloud Portal that the basestation appears as '**Connected**' on the '**Devices**' screen.

Static Setup

1. Open the basestation and plug in the store's live ethernet cable to basestation LAN2. Next, plug in the power adapter to the basestation and proceed to power up the unit.

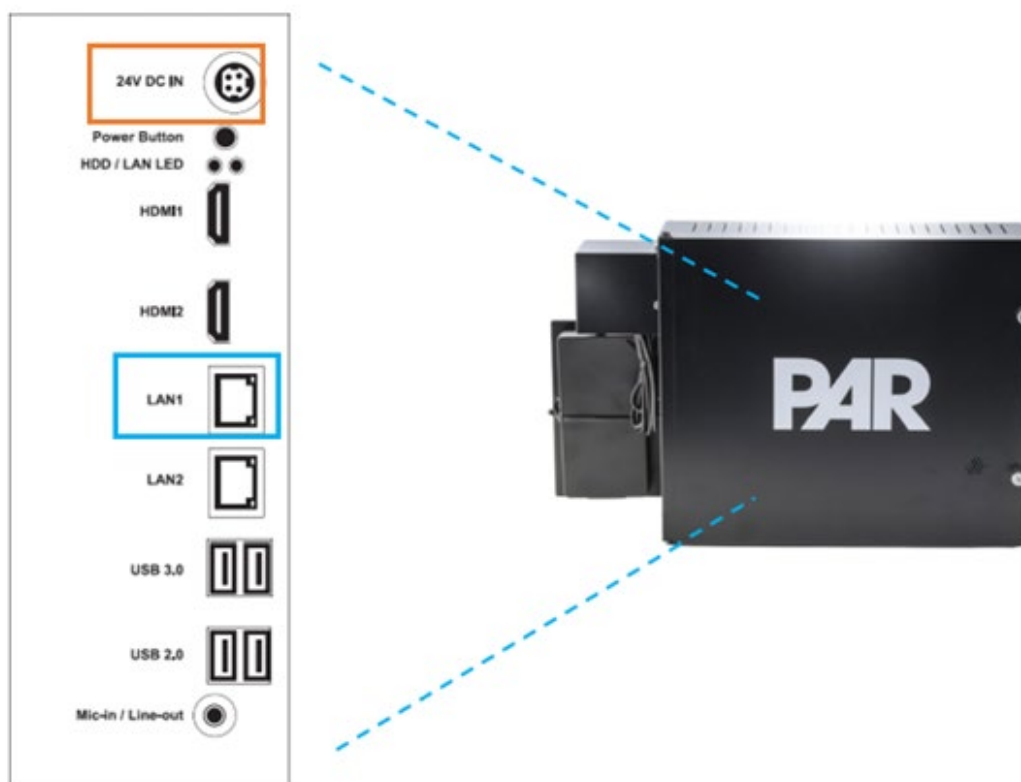


2. Wait about 1-2 minutes until the basestation boots up, then connect your Laptop/Computer to the store's network switch (this assumes you have access to the store's network and have a port assigned to the laptop/computer).
3. Configure the laptop/computer network ethernet port to static and match the basestation's default network settings range (example on a Windows machine below):
 - a. **IP** = 192.168.99.77
 - b. **Subnet Mask** = 255.255.255.0
 - c. **Default Gateway** = 192.168.99.1
 - d. **DNS** = 8.8.8.8, 1.1.1.1
4. Open a browser window on the computer and type in <http://m7800-0810:7800>, and click 'Enter'. If that doesn't work type in the default base station IP <http://192.168.99.20:7800> in the address bar and click 'Enter'.
5. Enter the default password which is '**12345**'. Once logged in you will be prompted to change the password. Click '**Set Password**' to change the password
 - a. Password minimum requirements: 8 characters, 1 symbol, 1 capital letter, and 1 number.

6. The '**Network Setup**' screen should then appear. Select '**Static**' under the '**Control Unit Network**' section and populate the remaining fields with values supplied by the store's IT team. Example '<http://192.168.1.77:7800>'. Click the '**Save & Next**' button to continue.
7. Next, configure your laptop/computer network ethernet port again to match the basestation's new network settings range that you have inputted in Step 6 above.
8. Then 'Refresh' the current browser used in Step 6 with the address, <http://m7800-0810:7800>. If that doesn't work, then type in the new base station IP address that you have inputted in Step 6 in the address bar and click 'Enter'. Example '<http://192.168.1.77:7800>'
9. The '**Cloud Setup**' screen should appear. Click on '**Save & Next**' to proceed. **These fields are pre-populated but are editable and should not be edited unless under the advice of a PAR employee.**
10. The '**Certificate Claim**' screen appears. Select '**Activating Hardware in a New Site**'. A field appears in which to enter the activation code. Paste or enter the activation code copied earlier in Step 5 of "[Creating a Site on DT Cloud Portal](#)". Click on '**Claim Certificate**'. The screen should load and a "Connected Successfully" message appears. If an error message is returned, or if not successful, please proceed to redo **Step 3 on page 4 to generate a new code** and enter or paste the new code as started above in the beginning of this step. If still not successful, please contact PAR Drive Thru Support.
11. Open the Drive Thru Cloud and login with credentials. Navigate to '**Devices**' and look for the '**Site Name**' added in the [Creating a Site on DT Cloud Portal](#) section.
12. Select the '**Actions**' column for the device and navigate to '**Settings**' to ensure the device is accessible.

Option B (Windows 10+)

1. Open the Basestation and connect an ethernet cable from your laptop/tablet/desktop system to the basestation LAN 1 port.
2. Plug in the power adapter to the basestation and proceed to power up the unit.



- a. The laptop/tablet/desktop system must have a stable DHCP internet connection via Wi-Fi hotspot or by other methods.
3. Navigate to the **Control Panel > Network and Internet > Network Connections**.
4. Bridge the Wi-Fi internet connection to the ethernet connection port of the device that is connected to the basestation:
 - a. Select the Wi-Fi adapter, and then select the ethernet adapter.
 - b. Once both are selected, right click on the Wi-Fi adapter and select '**Bridge Connections**'.
 - c. Once established it should show '**Bridged**'.
5. Next proceed to open up a browser and enter in 'http://m7800-0810:7800/' to open up the G Portal and proceed to step 8 below. If G Portal does not open up in the browser please proceed to the next step below.
6. If not already installed on your device, proceed to download a tool such as 'Advanced IP Scanner' and scan the network. Sample range of 192.168.1.1-254. **Optional: Type 'command prompt' from your device search bar and open the terminal. Type 'ipconfig' in terminal and look for your Ethernet Adapter Bridge IPv4 Address and scan that range from 1-254. Open**

Advanced IP Scan, scan the range, and look for the active device for M7800-0810 and copy or note the IP address of the Basestation.

7. Open a browser on the device and type in the IP address of the basestation in the address bar followed by:7800. (Example: "192.168.1.241:7800")
8. Proceed with Steps 3-14 in the [Option A: DHCP Setup](#) section to complete setup.

FCC Compliance Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation. Please note that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

ISED non-interference disclaimer

This device contains license-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's license-exempt RSS(s). Operation is subject to the following two conditions:

- (1) This device may not cause interference.
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

This device complies with the Canadian ICES-003 Class A specifications. CAN ICES-003(B) / NMB-003 (A).

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempt de licence. L'exploitation est autorisée aux deux conditions suivantes :

- (1) L'appareil ne doit pas produire de brouillage;
- (2) L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Cet appareil numérique de la Canadian ICES-003. Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

RF Exposure information (SAR)

This equipment has been tested and meets applicable limits for radio frequency (RF) exposure. Specific Absorption Rate (SAR) refers to the rate at which the body absorbs RF energy. The SAR limit is 1.6 watts per kilogram in countries that set the limit averaged over 1 gram of tissue. During testing, device radios are set to their highest transmission levels and placed in positions that simulate use near the head, with 25.35mm separation.

Enclosures with metal parts may change the RF performance of the device, including its compliance with RF exposure guidelines, in a manner that has not been tested or certified.

Cet équipement a été testé et respecte les limites applicables d'exposition aux radiofréquences (RF). Le débit d'absorption spécifique est la vitesse à laquelle le corps absorbe l'énergie radiofréquences. La limite du débit d'absorption spécifique est 1.6 watt par kilogramme dans les pays où la moyenne a été établie sur un gramme de tissu. Pendant l'essai, les radios de l'appareil sont réglées sur le niveau de transmission maximal et sont placées dans des positions simulant une utilisation à proximité du Tête, avec une séparation de 25.35mm. Les étuis dotés de pièces métalliques peuvent modifier les performances des radiofréquences de l'appareil, y compris sa conformité aux directives d'exposition aux radiofréquences, d'une façon qui n'a pas été testée ou certifiée.

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Version History

Date	Version	Notes
9/19/24	-1	Initial Draft
11/25/24	A	General formatting/layout updates
12/20/24	B	Updated screenshots, added DHCP information
1/31/25	C	Added DHCP Setup and Static Setup sections under “Option A”
03/05/25	D	General formatting/layout updates