



CoTERM User Guide

CoTERM is a computing device that acts as the interface between a CoPOS Server and CoPOS stations. CoTERM offers a complete replacement for Logic Box Terminals. Up to 15 CoTERMs, or Logic Box Terminals, can be connected to a single CoPOS Server simultaneously. Access to the CoTERM is done through CoTERM Controller.

What is CoTERM Controller?

The Controller is the software that controls CoTERM, performing functions such as rebooting or powering it off.

CoTERM is accessed by using the following key combination:

Ctrl + Alt + F2 – Toggles from CoPOS to CoTERM Controller

To return to the CoPOS controller,

Ctrl + Alt + F1 – Toggles from CoTERM Controller to CoPOS



Preparation for Setup

Update the CoPOS Server controller to the latest version

Note: The CoPOS Server must have an Internet connection.

1. Navigate to the CoPOS controller (*Ctrl + Alt + F1*)
2. Select “4 Upgrade”
3. Select “2 Update Controller”
4. Wait for operation to finish.
5. In the CoPOS controller, navigate to the “4 Upgrade” menu.
6. Select “3 Update Kernel”
 - If the CoPOS Server displays the message “This CoPOS Server is already running the newest kernel,” then no further steps are necessary.
 - If the server isn’t running the most current kernel, the CoPOS Server will guide you through installing the Kernel Update. When finished, the server will reboot.

Obtain CoTERM Key from the CoPOS Server

A CoTERM Key is a computer file that is unique to each CoPOS Server. Before each CoTERM can be connected to the CoPOS Server, the CoTERM Key must be transferred from the server to CoTERM. This is done manually using USB Storage, e.g., flash drive, thumb drive... If this is the first time connecting this CoTERM, a key will need to be generated.

1. Insert the USB Storage into the server. Verify that the CoPOS Server displays “USB Storage is available” on the screen or LCD.
2. Navigate to the CoPOS Controller (*Ctrl + Alt + F1*)
3. Select “8 CoTERM”
4. Select “2 Keys”
5. Select “1 Copy Key to USB”
6. Select “Copy Key”
7. Then press “OK”
 - If the screen says “Key Copied,” press enter. You may now remove the USB storage device from your CoPOS Server.
 - If the screen did not say “Key Copied,” either disconnect and reinsert the USB storage device, or try a different USB storage device, and retry the above steps.
 - If this is the first time
8. Remove USB storage device from server.
 - This USB storage device can be reused to transfer CoTERM Key to every CoTERM connected to the CoPOS Server. We recommend maintaining a single CoTERM Key on a USB storage device, clearly labeled and placed in a secure location.



Set up CoTERM

1. Attach all required hardware firmly to CoTERM.
 - CoTERM power cable
 - VGA or HDMI video cable connected to a monitor
 - Keyboard (connected to any USB port)
 - Ethernet cable
2. Attach the other end of CoTERM's Ethernet cable firmly to the CoPOS Server's right-most Ethernet port (labeled N2 on the CoPOS Server rev. 1 diagram).
If any network switches are used between the server and CoTERM, turn the switch(es) on and insert the Ethernet cables into the ports firmly (see "Networks" for more information).
3. Turn CoTERM on. (The power button is on the front of CoTERM in the bottom left corner.) The power button will turn blue when CoTERM is on. Then wait for CoTERM to configure itself automatically; this may take several minutes.
4. When CoTERM prompts you, import CoTERM Key.
 - Insert the previously configured USB Storage into any CoTERM USB port.
 - Press Enter when prompted to do so.
5. When CoTERM prompts you, select a Station Number.



CoTERM



CoPOS Server rev. 1



CoPOS Server rev. 2

Station Numbers

Each CoTERM or Logic Box Terminal connects to CoPOS using a unique Station Number between 100 and 114. Unlike Logic Box Terminals, where the Station Number is determined by the port to which it is connected, CoTERM's Station Numbers are selected and saved on CoTERM itself. When turned on, CoTERM either connects to its saved Station Number automatically, or displays the Station Number List. Your CoTERM's saved Station Number is listed at the top of CoTERM Controller's main menu (*Ctrl + Alt + F2*).

Set Default Station

1. Access CoTERM Controller (*Ctrl + Alt + F2*).
2. Select "8 More"
3. Select "9 Set Default Station"
4. Select "1 Set Default Station"
5. Select <Set ### as default>, where ### is the station that is available.
6. Select <OK>

How do I connect to a different Station Number?

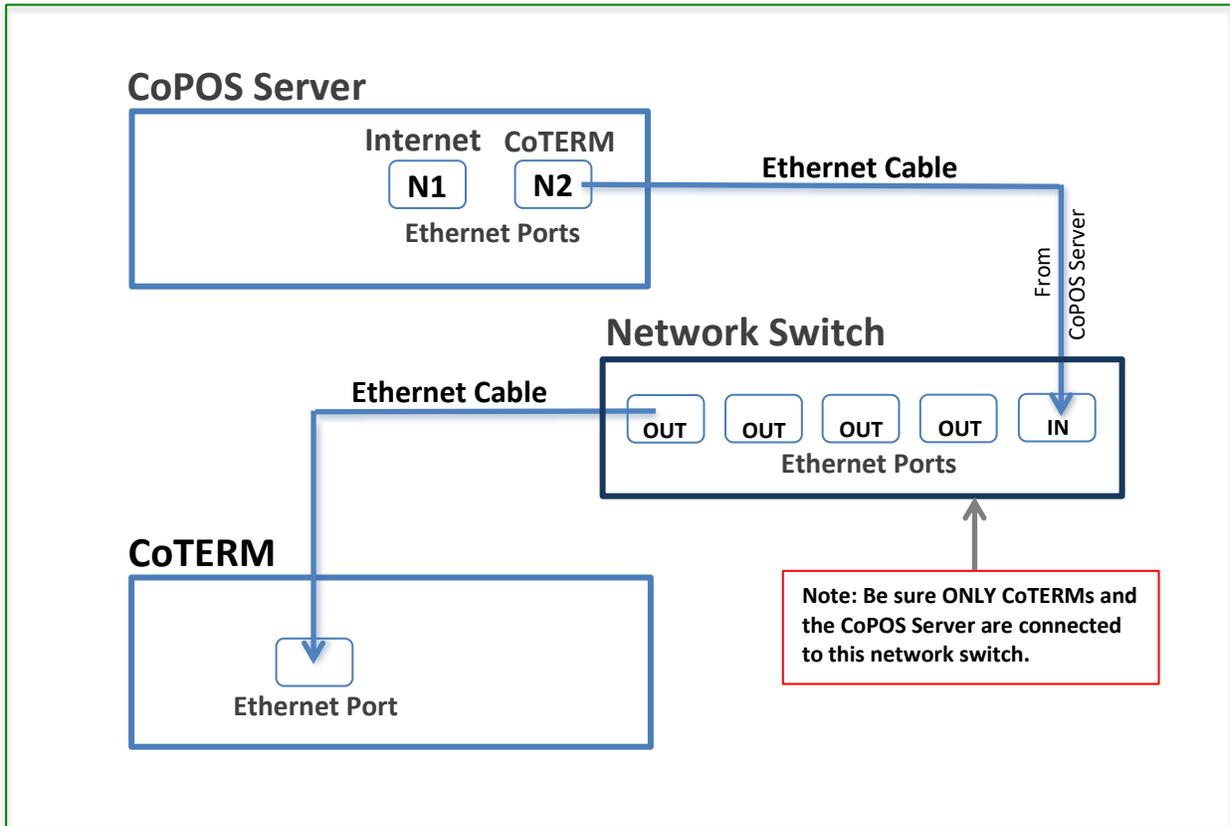
1. Navigate to CoTERM Controller (*Ctrl + Alt + F2*).
2. Select "3 Reconnect As New Station"
3. CoTERM will disconnect from its current Station and display the Station Number List.
4. Select a Station Number.
 - Station Numbers that other CoTERMs or Logic Box Terminals are using will not be shown.
 - Every Station Number has a name. These station names can be used to assign user-friendly identifiers like "Lane 2" or "Deli." Station names can be assigned via the Device Table within the CoPOS System Maintenance Menu.

Networks

The CoPOS Server's right-most Ethernet port is used to connect the server to CoTERMs. One end of the Ethernet cable is plugged into the CoPOS Server Ethernet port (labeled CoTERM or N2 in the pictures above); the other end is plugged into CoTERM or a network switch connected to CoTERM.

Network switches have multiple Ethernet ports that are used to connect multiple devices to each other. A switch enables the exchange of data between the server and multiple CoTERMs. It also allows the server to be located further from CoTERMs, anywhere in the store or building.

Example CoPOS Network Configuration



How does the CoPOS Server access the Internet or connect to a CoTERM or Logic Box?

The CoPOS Server has two Ethernet ports. One port is for connecting to the Internet. This is how a CoPOS Server gets updates, connects to the cloud, and uploads backups. The CoPOS Server connects to the Internet via the Internet (N1) Ethernet port. The Internet port can only be used for Internet access.

The other Ethernet port connects to the private network, which is confined to the building or company, and consists of a CoPOS Server connected via Ethernet to a CoTERM or network switch connected to multiple CoTERMs. Only CoTERMs and CoPOS Server are on the private network.

Multiple CoTERMs can be connected to the private network using a Network Switch. The CoPOS Server uses the CoTERM/N2 port to connect to the private network (see CoPOS Server picture). The Private Network is connected to the CoPOS Server's CoTERM/N2 port. The CoTERM/N2 port can only be used for the private network.

In contrast, Logic Box Terminals connect to the CoPOS Server using serial ports, which is not considered a "network." For a CoPOS Server to connect with Logic Box Terminals, a Serial-to-USB adaptor is used, which splits USB connection from a CoPOS Server into multiple Serial ports. Each Serial port is physically assigned a Station Number. Unlike CoTERMs, the only way to change a Logic Box Terminal's Station Number is to change which physical connection the serial cable is using.

How do Logic Box Terminals and CoTERMs coexist on my CoPOS Server?

To avoid conflict between CoTERMs and the Logic Box, server administrators can reserve Station Numbers for Logic Box Terminal use only.

1. Access your CoPOS Server.
2. Navigate to the CoPOS Controller (*Ctrl + Alt + F2*)

3. Select *"8 CoTERM"*
4. Select *"4 Logic Box Reserved Stations"*
5. Select from the menu how many CoTERM Station Numbers you want available for CoTERMs. For example, if the serial adapter has four or eight Logic Box Terminals connected to it, then the user would select the fourth or eighth option, respectively.

How can I see connected CoTERMs from the CoPOS Server?

1. On the CoPOS Server, follow the instructions below:
2. Navigate to the CoPOS Controller (by pressing *Ctrl + Alt + F2*)
3. Select *"8 CoTERM"*
4. Select *"3 View CoTERM List"*
5. To refresh the list, press *Enter*. To exit, press the right arrow button and then *Enter*. Each Station Number has a status: Active, Ready or Serial.
 - *"Ready"* means that no other device is using that Station Number. These are the only Station Numbers in the Station Number List.
 - *"Active"* means that a CoTERM is currently connected to that Station Number.
 - *"Serial"* means that Station Number has been reserved for a Serial-to-USB adaptor. See the above section.

What is a CoTERM Network Channel?

Channels are an advanced feature allowing for CoPOS Servers and CoTERMs to communicate using a different set of IP addresses. Setting your network to Secondary is not advised without CoPOS support.

Updates and Hardware

How do I update CoTERM?

CoTERMs update automatically, either when CoTERM is powered on, or when the CoPOS Server is updated. Because CoTERM updates are collected from the CoPOS Server, users should manually update their CoPOS Server's Controller regularly (outside of their store operating hours).

I get a message that says, *"CoTERM software is newer than CoPOS software"*

Update your CoPOS Server's Controller as soon as possible (outside of store operating hours). Restart the CoPOS server after the update.

What hardware can I use with CoTERM?

Many USB compatible items are compatible with CoTERM, including keyboards, scanners, label printers, receipt printers, and scales. PS2-to-USB adaptors are available for keyboards. Serial-to-USB converters are also supported. Parallel-to-USB connections are unsupported by CoTERM (see *"Basic Troubleshooting"* for more information).

How do I view a list of hardware connected to CoTERM?

Navigate to CoTERM Controller (*Ctrl + Alt + F2*)

1. Select *"5 More..."*
2. Select *"1 View USB Devices"* (To test a scale, select *"2 Scale Tester"* instead.)
3. The list will be displayed, or if no devices are found, a message stating *"No USB Devices Attached"* will appear.
4. Press *Enter* to exit the list.

If more than one CoTERM is to be connected to the server, a network switch is required.

Basic Troubleshooting

My CoTERM is just a blue screen with a blinking cursor. Is CoTERM frozen?

No, CoTERM is waiting for the user to do something. Verify that the keyboard is fully connected to CoTERM and press the enter key.

How do I turn off CoTERM? When I press the power button it brings me to CoTERM controller.

Either power off CoTERM in CoTERM Controller or hold down the Power Button for several seconds to turn it off manually.

My CoTERM says *"A network error has been detected: Network Cable Unplugged."*

CoTERM has detected that the Ethernet cord has been unplugged from the rear of the computer. Re-insert the cable. Replace the cable with another Ethernet cable if the problem is not resolved.

My CoTERM says “A network error has been detected: Cannot Access CoPOS Server.”

CoTERM has lost its network connection with the CoPOS Server. Verify that the CoPOS Server is on, and that all cables, ports, or switches connecting the two devices are firmly connected and functional. Verify that CoTERM’s network channel is the same as the CoPOS Server.

My CoTERM says “Your CoTERM’s Key may be invalid.”

First, verify that your CoPOS Server is on and fully functional. Second, select “Try Again” on the error prompt by pressing the right arrow and enter. If this does not solve the problem, follow CoTERM Key transferring steps in Section 2.

My CoTERM says “Waiting for CoPOS to start”

CoTERM has connected to the CoPOS Server successfully, but it cannot find a CoPOS program running. If the message persists, restart CoPOS or restart the CoPOS Server.

My CoTERM says “CoTERM requires that your CoPOS Server be running the most recent...”

1. Upgrade to the most recent release of CoPOS. (Go to www.copos.com to see the latest release information)
2. In CoPOS, navigate to “System Maintenance Options.”
3. Navigate to “Configure CoPOS Stations.”
4. Select Station Number and press *Enter*. In the menu that appears near the bottom of the screen, navigate to “SAVE” to the right.
5. Press “YES” to Save and then “YES” to export the Device Table. Press the *ESC* Key several times to return to the main menu.

Colors in CoPOS aren’t correct on a CoTERM.

1. In CoPOS, navigate to “System Maintenance Options”
2. Select “Configure CoPOS”
3. Type in a Station Number used by CoTERM’s and press enter. In the menu that appears near the bottom of the screen, navigate to “DEVICE TYPE” to the right. Select “CoTERM” from the menu.
4. Select “YES” to Save and then “YES” to export the Device Table. Repeat this for all CoTERM Station Numbers. Press the *ESC* Key several times to return to the main menu. Log out of CoPOS, and then log back in.
5. Repeat this procedure for every CoTERM.

My receipt printer doesn’t work with CoTERM.

If the Receipt Printer only supports parallel port connection, it cannot connect to a CoTERM as CoTERM will not work with parallel port printers. An example of a parallel port is shown to the right.

Make sure that your receipt printer is connected to any of CoTERM’s USB ports. This is done using a printer cable with connection type USB B. An example is shown on bottom right.



Parallel Port



USB 2.0 B Male Cable

My CoTERM is still acting up!

Contact CoPOS 855.772.6767 • support@copos.com

Glossary of Terms

Cloud	Another name for Internet storage.
Controller	A secondary menu screen in CoPOS and CoTERM. Used for system functions.
CoPOS	A Point of Sale computer program or package. Can also refer to the company that developed the program.
CoPOS Server	A physical computer running CoPOS.
CoTERM	A computing appliance designed to operate CoPOS stations or registers through the CoPOS Server.
CoTERM Key	A computer file that allows a CoTERM to connect to a CoPOS Server.
Ethernet	A computer cable used for creating networks. Also referred to Cat 5, Cat 5e or Cat 6 cable.
Internet Network	The network connected to the Internet from CoPOS Servers.
IP Address	A set of numbers indicating a computer's location on a network with this format: xxx.xxx.xxx.xxx.
Factory Defaults	The configuration with which a product is shipped to its users.
Logic Box Terminal	A legacy computing appliance that operated CoPOS stations or registers through the CoPOS Server. Also known as "Logic Boxes." CoTERMs are designed to replace Logic Box Terminals.
Network	A connection made between multiple computers.
Network Switch	Hardware that connects multiple devices to each other, e.g., a CoPOS Server with multiple CoTERMs.
Parallel Port	A legacy computer connector, often used for older devices.
Private Network	A network that is confined to a single building or company. For CoPOS, this is CoTERM's network.
Serial	A legacy computer connector, used for Logic Box Terminals, printers, and scales.
Serial Number	A unique identifier applied to the each product the CoPOS company ships.
Station Number	A designator for each CoPOS connection available for Logic Boxes or CoTERMs.
Update	Obtaining a newer version of software.
USB (Universal Serial Bus)	A modern computer connector that enables communication to printers, storage devices, keyboards, barcode scanners, etc.
USB B-type	A modern computer connector that is mostly used for printers.
VGA	A type of video cable designed for monitors.