

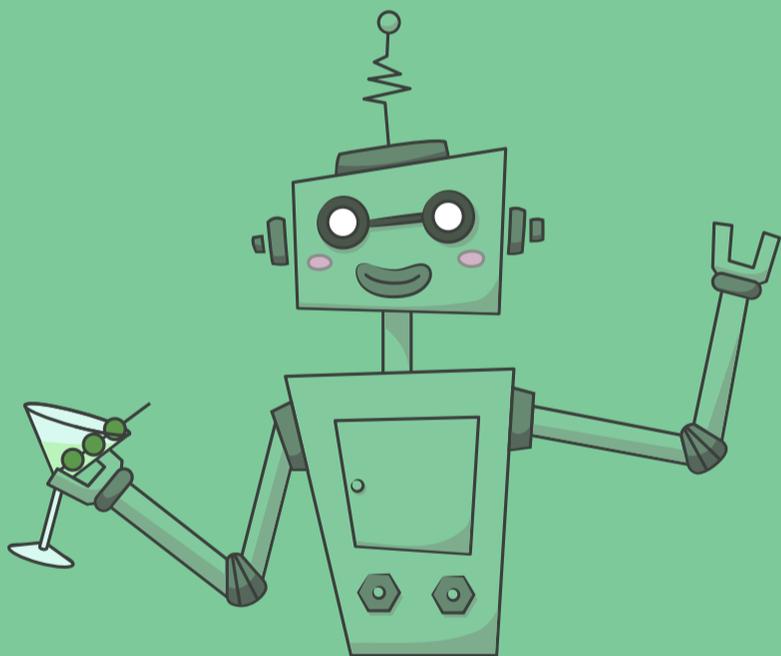


# TABLEE SETUP GUIDE

<u>Introduction</u>	01
<u>Inventory Check</u>	02
<u>Device Setup</u>	03-04
How To Use:	
... <u>Tablee Tap</u>	05
... <u>Tablee Watch</u>	06
... <u>Dashboard</u>	07

# WELCOME TO TABLEE

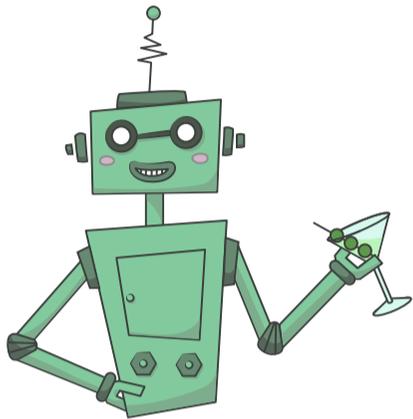
## MEET YOUR GUIDE, TABLEE TOM



He'll help you get up and running with Tablee—in just *5 minutes*. (He needs to get back to his cocktail after all.)

If you get lost along the way, don't hesitate to reach out to your account manager.

# 02 INVENTORY CHECK



## FIRST THINGS FIRST...DO YOU HAVE ALL THE REQUIRED ITEMS?

The Tablee Team doesn't make many mistakes...but they aren't robots. Please check your list carefully. If you notice any discrepancies, let your account manager know right away and they'll make it right.



**1. TAPS**



**2. WATCHES**



**3. ROUTER**



**4. CHARGING STATION**



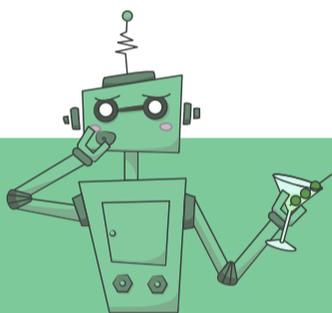
**5. ADVERTISING STATION**

# 03 DEVICE SETUP



## 1. PLUG IN THE ROUTER

- Keep the router in the same room (or as close as you can) to the area where you'll be using the Taps.
- A **red light** on the side of the device will flash for about 2 minutes while it connects to your WiFi.
- When successful, a steady **green light** will appear atop the router.



TIP: Think of the router as the command center, which works quietly in the background to keep communication working between the Tablee Taps, watches, and app.

## 2. PLACE EACH TAP INTO ITS DESIGNATED AREA

- Each Tap will come labeled with a table number on its bottom, corresponding with the information you provided in your setup form.

## 3. CONNECT THE TAP INTO AN ADVERTISING STATION

- If you are using the advertising station, remove rubber feet attached to the bottom of the Tap.
- Align the bottom of the Tap with the advertising station and push down to insert.
- To remove the Tap, pinch the lever on the advertising station and release the Tap.

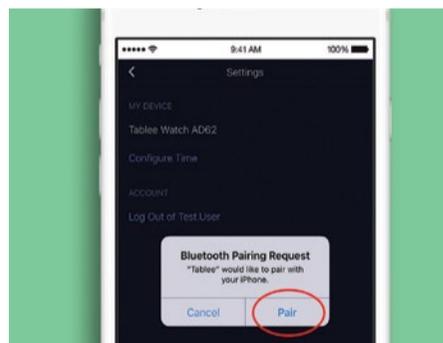
# 04 DEVICE SETUP

## 4. DOWNLOAD THE TABLEE PHONE APP

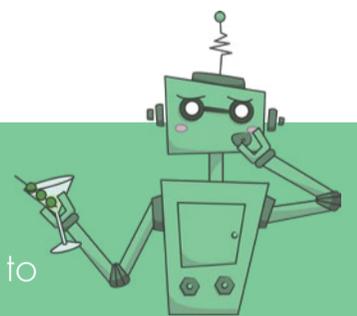
- Login with your **personal** username/password. These account details were provided to you via email.
- When logged in for the first time, click yes for “Allow Push Notifications for Tablee App”. This step cannot be skipped because push notifications enable the watch to read info.

## 5. PAIR A WATCH WITH YOUR PHONE

- Pick a watch you'd like to pair with your phone. Navigate to the settings screen in the Tablee app. You'll see a list of Tablee watches available nearby. **TIP:** To receive notifications properly, watch and phone should be kept close to each other. We recommend keeping the phone in a pocket or apron.
- Select the watch that matches the 4-digit code on the watch you'd like to pair with. A pop-up notification titled 'Bluetooth Pairing Request' will appear. **Make sure to click Pair to finish the process.**



TIP: Think of pairing a watch with a phone as 'logging in.' After a server pairs a watch with his phone, tables can be assigned to him. His response times and requests will also now populate to the dashboard in real time.

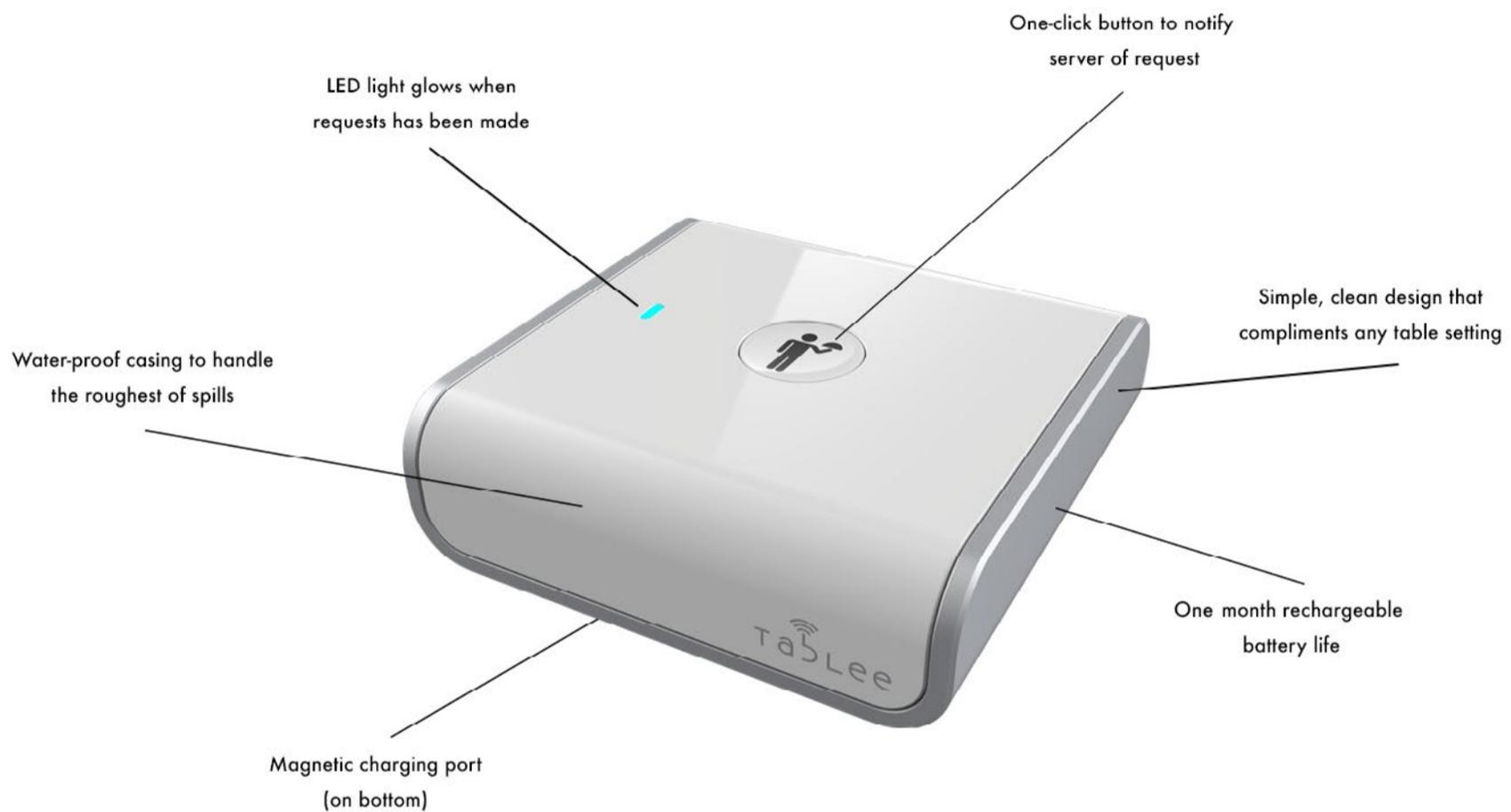


## 6. LOGIN TO YOUR DASHBOARD

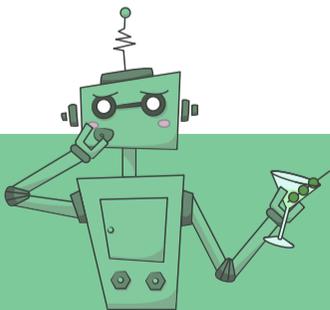
- Navigate to [tableeco.com](https://tableeco.com) on your browser. Click on the sign in button on the top right corner to login with your **site** username and password. You will now be able to start assigning tables to servers!

# 05 HOW TO USE - TAP

## TABLEE TAP



- To activate, it's as simple as pushing the button.
- To cancel the request, simply push the button again.
- Please note, the Tap hibernates after 10 minutes when activated.
- If the Tap has less than 10% battery, the lights will begin to flash.

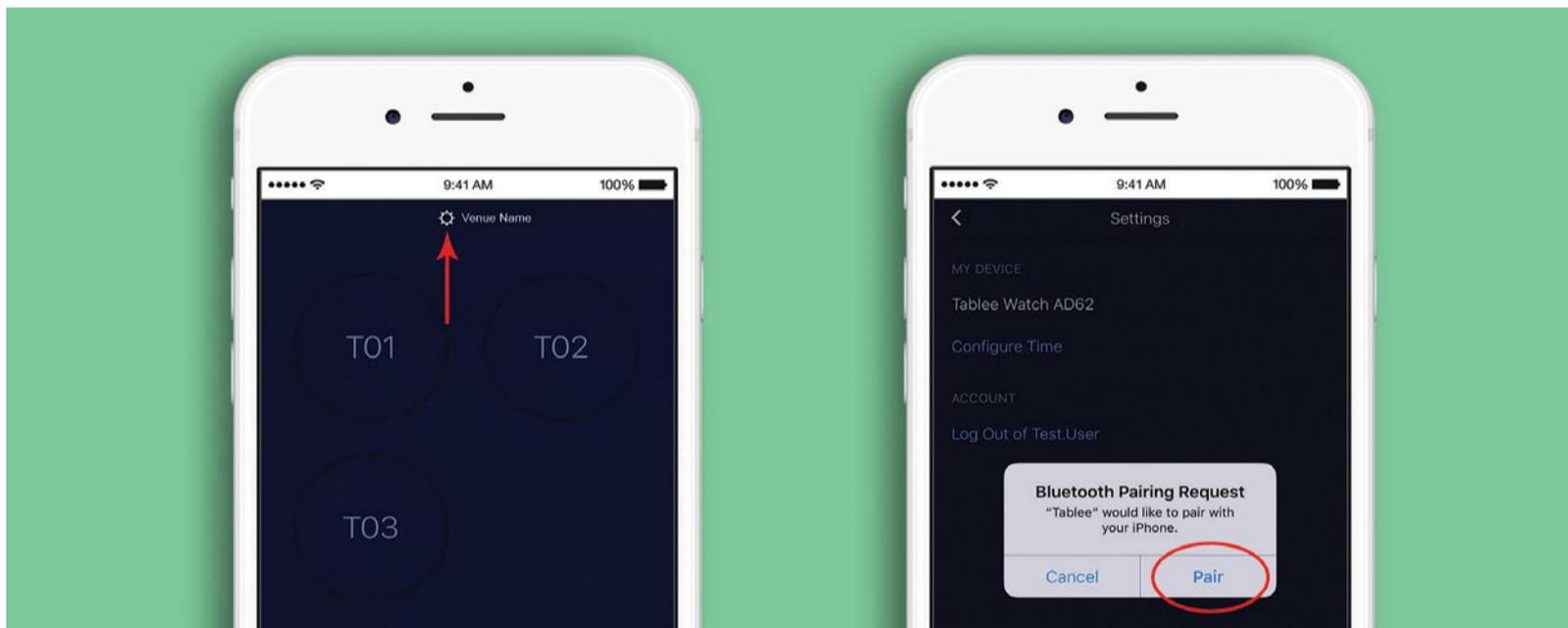


TIP: Charge your Taps once a week. The handy charging station makes it easy to charge all your Taps at once.

# 06 HOW TO USE - WATCH

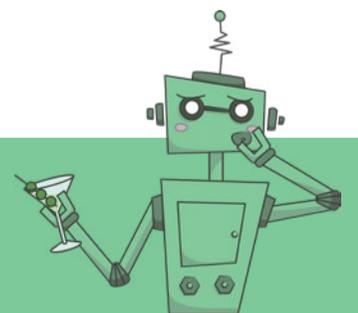
## TABLEE WATCH

- To pair a watch with your phone: First, ensure you've allowed push notifications on the Tablee app. Then, pick a watch you'd like to pair with. Navigate to the settings screen in the Tablee app. You'll see a list of Tablee watches available nearby. **TIP:** To receive notifications properly, watch and phone should be kept close to each other. We recommend keeping the phone in a pocket or apron.
- Select the watch that matches the 4-digit code on the watch you'd like to pair with. A pop-up notification titled 'Bluetooth Pairing Request' will appear. **Make sure to click Pair to finish the process.**



- To unpair: Phone settings → Bluetooth → Tablee → 'Forget This Device'
- If the watch doesn't show a pairing code, someone else on-site has a phone that's already paired to the watch. To proceed, they will need to unpair their phone.
- To charge watch: Find arrow pointing to the USB on the back of the watch and pull the band apart. You can use any USB charging port—just be sure to insert the USB port with metal contact side touching metal charging station.
- To reset the watch: click the phone it's paired with.

TIP: Keep a log sheet and have each server check the watch in/out at the beginning and end of each shift.



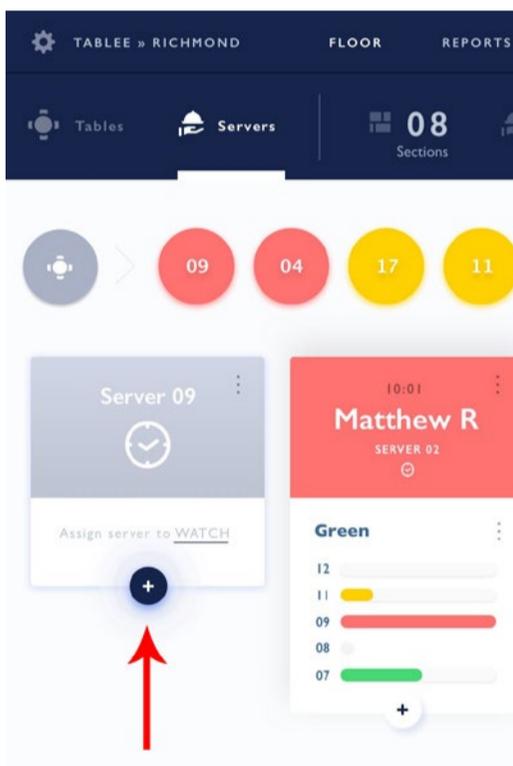
# 07 HOW TO USE - DASHBOARD

## TABLEE DASHBOARD

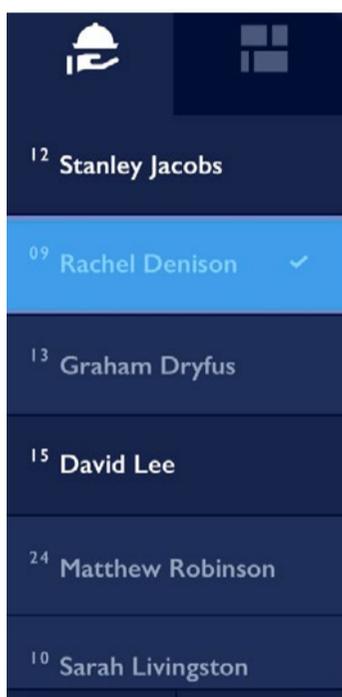
Login: [tableeco.com](https://tableeco.com)

(Click on sign in button in top right corner)

## ASSIGNING SERVERS



Click '+' on an empty card

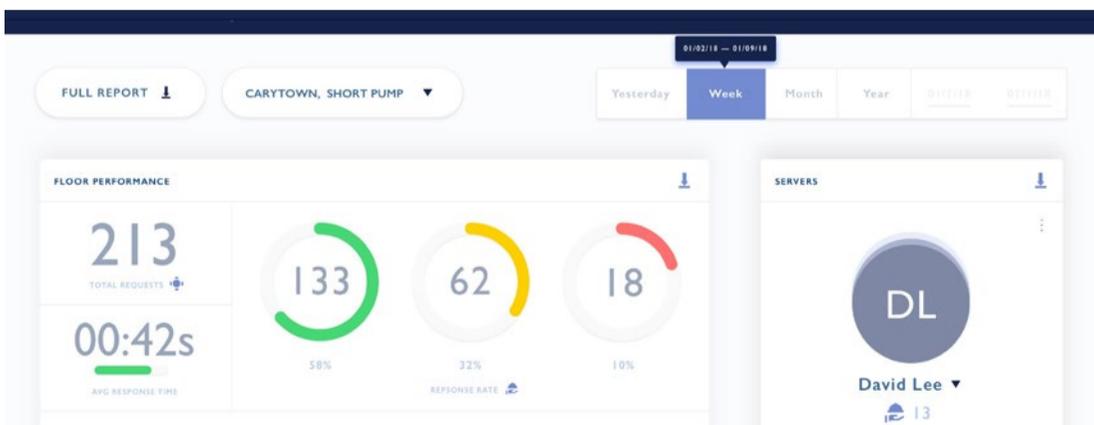


Select a server

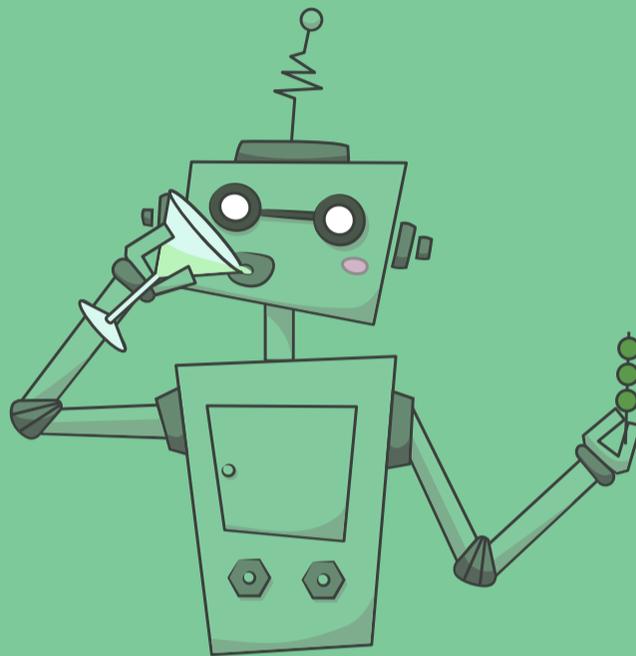


Choose the section you'd like to assign the server to

## REPORTING



From the reporting tab, toggle through different views and export any data you need to Excel.



## **THAT'S IT. CHEERS!**

If you need any assistance, or have further questions, please get in touch with your account manager. They're happy to help!