

## **Instruction Manual**

### **to Register in Online Terminal Management (OTM) server and make an account**



**why we need to have an account in OTM server?**

- To see actual cash box in each device
- To control devices remotely
- To get TAN codes that needs during register devices
- And many other things.....

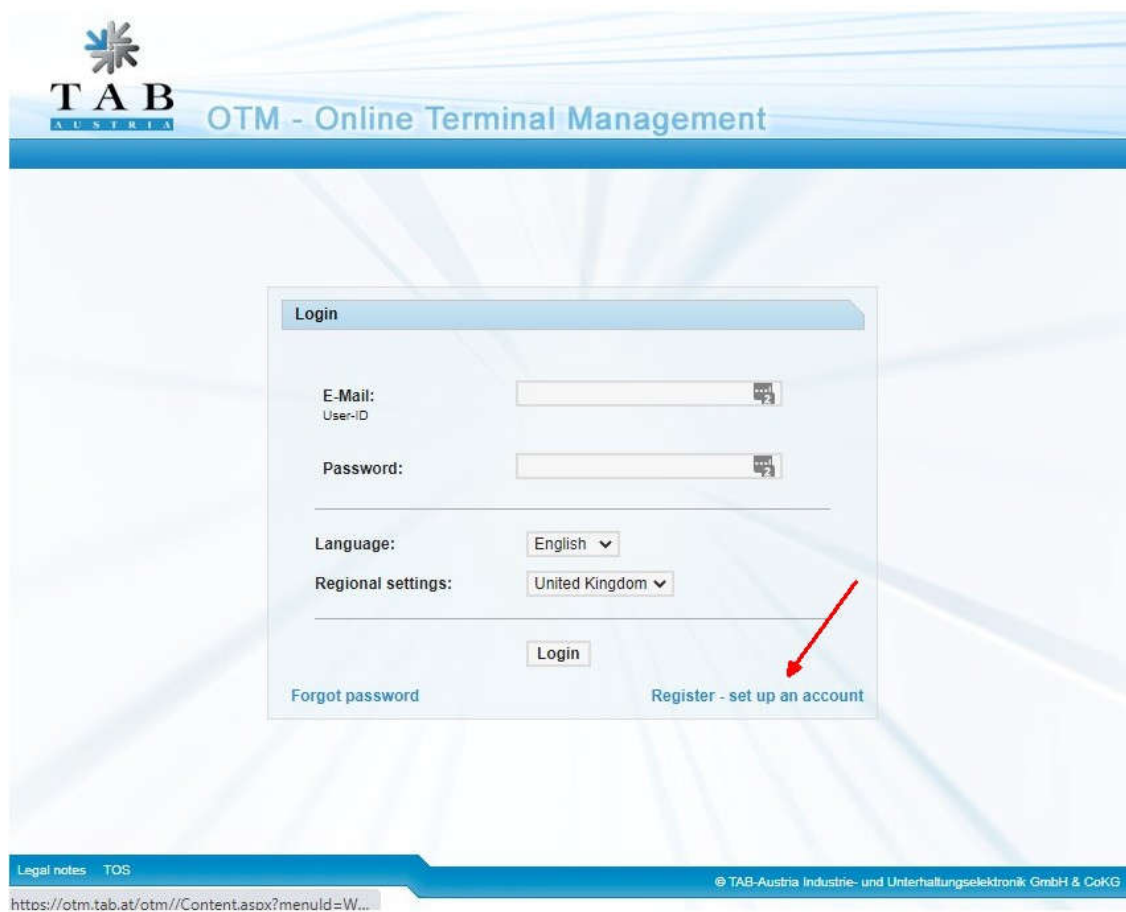
**Is that free?**

**Set up an account is free. After adding each device to your account, you have to pay 29 euro monthly for each device. This is the cost that you pay for receiving online services from the Tab server during one month.**

**From your computer/tablet/mobile, open this address in browser:**

[otm.tab.at](http://otm.tab.at)

in the “Login” page click “Register” to set up an account:





Company data   Login data   Payment data

**Company information**  
(required fields are marked with \*)

Company name  \*

Street  \*

ZIP Code  \*

City/Village  \*

Country  \*

VAT Number

Phone number (company)

Fax (company)

Homepage

Email for Invoicing

If no mail address is given here, invoices will be sent to the OTM main user. You can define multiple mail addresses, separated by ';'.

Next

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<https://otm.tab.at/otm//Content.aspx?menuId=W...>

**Fill in the boxes your company data's, if you have not a company you can enter your personal data's.**

**Company name: name of your company**

**Street: Address**

**Zip code: Postal code**

**Country: Choose your country**

**VAT number: your tax number (in Spain CIF or DNI)**

**Phone number, and an Email address to receive invoices.**

**Then click on next to go to next page.**



OTM - Online Terminal Management

Company data **Login data** Payment data

**Create your OTM Account**  
(required fields are marked with \*)

Title	Please select ▼ *
Forename	<input type="text"/> *
Surname	<input type="text"/> *
Phone number	<input type="text"/> *
Department	<input type="text"/> ▼ *
Preferred Language	Please select ▼ *
Email (= User-Id)	<input type="text"/> *
Password Please give a password with 4-10 letters, neither spaces nor special characters!	<input type="password"/> *
Repeat Password	<input type="password"/> *

Back Next

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https://otm.tab.at/otm//Content.aspx?menuId=W...

**Choose a title, put your first name and last name, also your phone number and choose a department that you work in your company, if have not a company choose “no department”.**

**Select your preferred language.**

**Put your email address.**

**Put a password. It should be with 4 to 10 letters, without spaces or special characters.**

**Repeat your password.**

**Then click on next to go to next page.**

In the next page you have to put your payment data. The only thing that you need is a valid Credit Card. The cost of server services will be paid from this card in the future.

After entering these data's and submit you can come back to first page (login page) and start to login.

[otm.tab.at](http://otm.tab.at)

**TAB**  
AUSTRIA

OTM - Online Terminal Management

**Login**

E-Mail:  
User-ID

Password:

Language: English ▾

Regional settings: United Kingdom ▾

Login

[Forgot password](#) [Register - set up an account](#)

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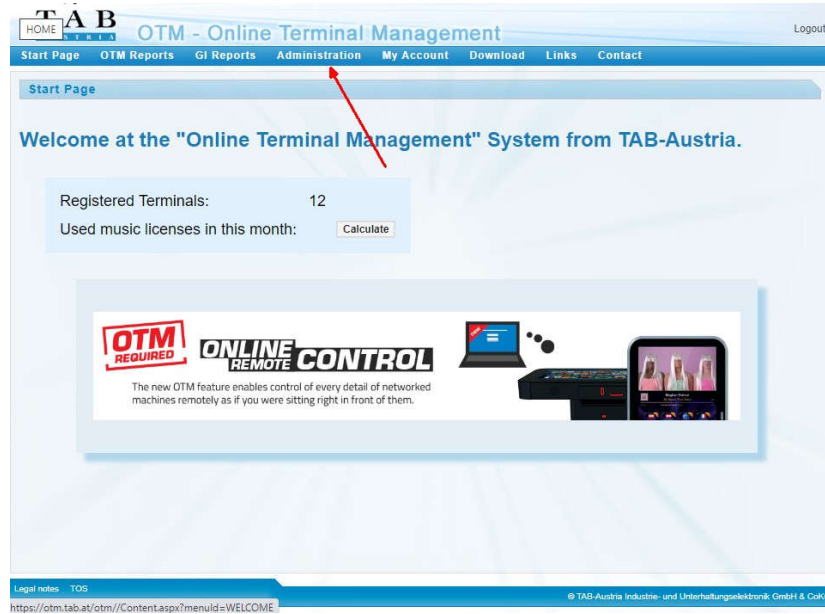
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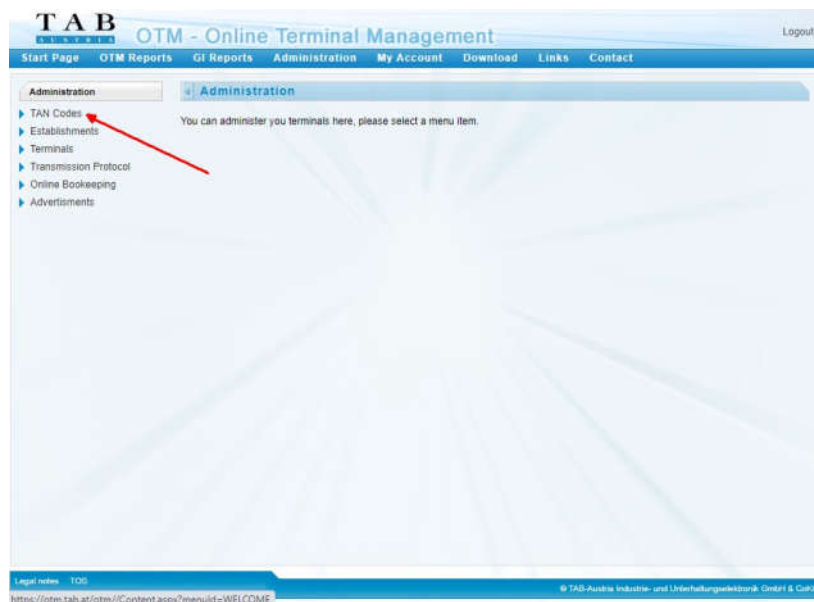
Put your email address and password and then click on login.

There are many features on the OTM page, here are two of the most important ones:

### 1- How to get TAN codes from OTM server?



click on "Administration" button



And then click on "TAN Codes"

**T A B**  
AUSTRIA OTM - Online Terminal Management

Logout

Start Page OTM Reports GI Reports Administration My Account Download Links Contact

Administration

Administration / TAN Codes

▶ TAN Codes  
 ▶ Establishments  
 ▶ Terminals  
 ▶ Transmission Protocol  
 ▶ Online Bookkeeping  
 ▶ Advertisements

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 City:  
 Country:

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Create 50 Delete all Print all

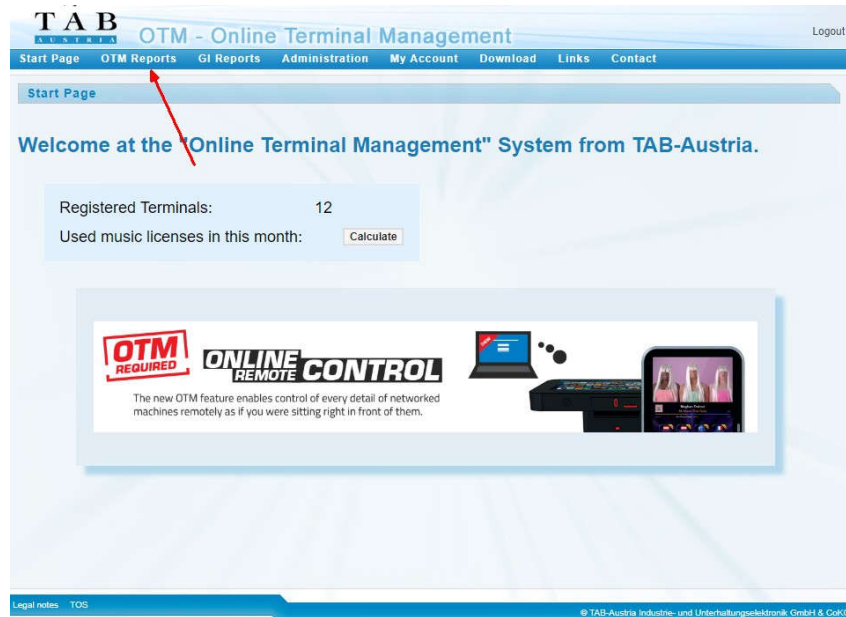
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<https://otm.tab.at/otm//Content.aspx?menuId=WELCOME>

**In the next page you can see your personal TAN codes. If it is not appeared click on the “Create 50” button to create 50 new TAN Codes.**

**These codes are disposable and have been issued only for your account.**

**You will need one of these codes every time you register a device. After using it, the used code will disappear from this page.**

## 2- How to see Actual Cash Box in my devices?

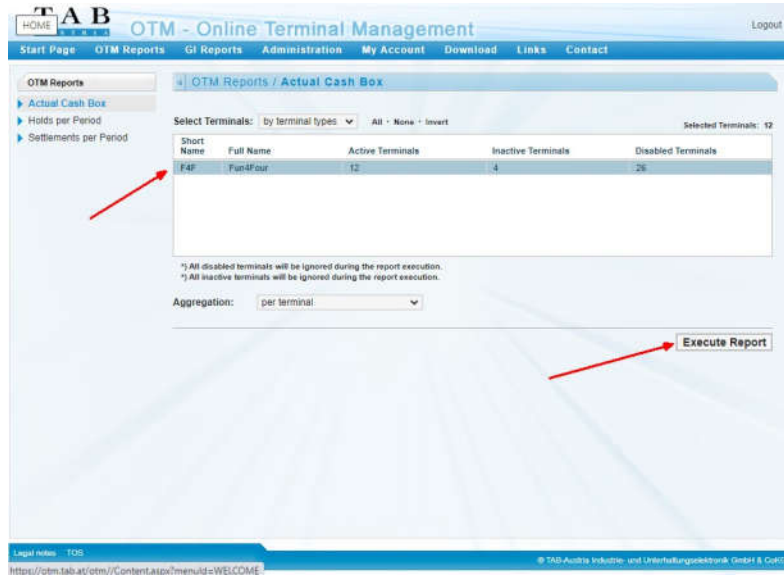


Click on “OTM reports” button

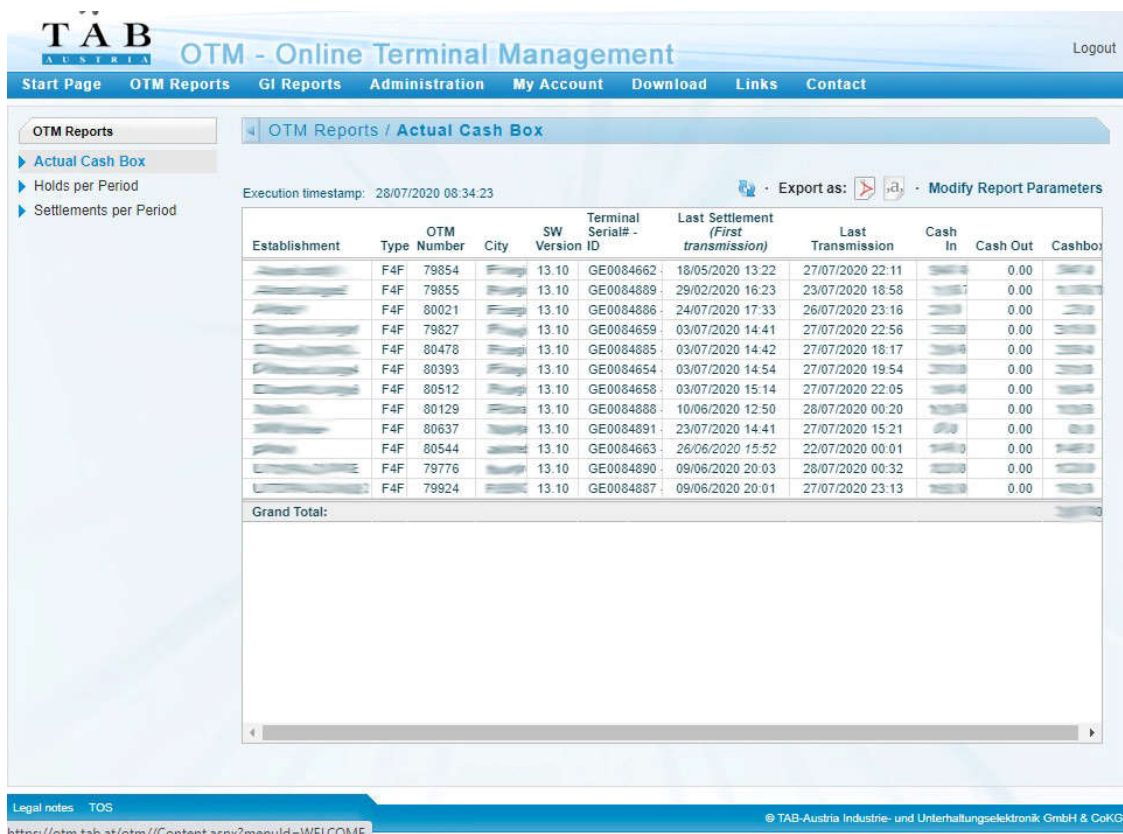


Click on “Actual Cash Box” button





**Click on FunFour line, and then click “Execute Report”**



**In this page you can see all your Fun4Four tables, OTM Numbers, City, Version of software, Serial number of tables, Last settlement, Last transmission and Cash box.**