



Simple. Secure. Payments.

Quick Reference Guide

Sale:

1. Press SALE.
2. Enter the amount and press Enter (Green Button).
3. If prompted, enter the tip amount, or press the Cancel (Red Button) to skip.
4. Insert/Tap/Swipe or enter the credit card.
5. If prompted, select Credit or Debit.
6. If prompted, instruct the customer to enter their PIN on the internal pin pad or the external pin pad if applicable.
7. Terminal communicates with the network.
8. Receipts get printed.

Refund:

1. Press Other on the touch screen.
2. Select Refund on the touch screen.
3. Enter the amount.
4. Insert/Tap/Swipe or enter the credit card.
5. If prompted, select Credit.
6. Terminal communicates with the network.
7. Refund receipts get printed.

Void:

1. Press Other on the touch screen.
2. Select Void on the touch screen.
3. Enter the SEQ # from the receipt.

4. Confirm the transaction by selecting OK (Green Button).
5. Terminal communicates with the network.
6. Receipts get printed.

Printing Reports:

1. Press Other on the touchscreen.
2. Select Report on the touchscreen.
3. Select Print Reports on the touch screen.
4. Select the desired report type to print.
5. The report will be printed.
6. Press the X button (red button) to get back to the main menu.

Batch:

1. Press Other on the touch screen.
2. Select Close Batch on the touchscreen.
3. Confirm the amounts are correct, then select OK (Green Button) to continue with batch settlement.
4. Terminal communicates with the network.
5. Batch settlement reports get printed.

Wi-Fi:

1. Press the orange Wrench  icon on the top right of the screen.
2. Press Wi-Fi.
3. Press Security.
4. Enter password if you know it (otherwise contact us at 866-510-2267 ext. 3 to get it).
5. Tap on Key field and enter your password (case sensitive).
6. Tap on SSID and enter your network name (case sensitive).
7. You can either enter these fields using the keypad or connect a regular keyboard to it via the USB port (easier)

8. Once you confirm that both Key and SSID are correct, press Enter (Green Button).
9. Press Yes on Apply Settings and reconnect.
10. Terminal will attempt to connect and say Connected once it's successful. Press the X (Red Button) to get back to the main menu.

Letter equivalent: Press Alpha the equivalent number of times then press the number equivalent to your desired letter. For J, you'd need to press Alpha 1x then press number 5.

Switching from capital and lowercase letters – Hold Enter (green button) then press alpha and then let go at the same time.

Some other symbols:

- (Dash): OK (Green Button) and 1 at the same time

_ (Underscore): Alpha 4x then number 5 on the keypad

(Space): Alpha 1x then number 1 on the keypad

= (Equal Sign): Alpha 4x then number 6 on the keypad

\$ (Dollar Sign): Alpha 4x then number 2 on the keypad

& (And Sign): Alpha 4x then number 4 on the keypad

Date/Time:

11. Press the orange Wrench  icon on the top right of the screen.
12. Press Date/Time on the touch screen.
13. Enter date in MM/DD/YYYY format and press Enter (Green Button).
14. Enter time in HH/MM/SS format (military time) and then press Enter (Green Button).
15. Press the Cancel key (Red Button) to return to the main menu.
16. Confirm that Date & Time are correct at the top of the screen.