

Please follow these simple instructions to set up and get started with your Global Payments Terminal. If you have any questions, please call us on 0345 702 3344*, selecting the option for 'Global Payments Terminal Support'.

A. Plug in the Communications Base

1. Place your Communications Base in a location near a power source, take care to ensure it's placed where the communications aren't weakened due to thick walls or other obstructions.
2. You'll find the Communications Base power cable in the box, plug this into the Communications Base and into a power source.
3. If you intend to use an Ethernet connection, place the Communications Base in a location near your router, as well as the power source, so a cable can easily be plugged in. You'll find more about this in Section C.

B. Charge Your Terminal

1. Your terminal will come charged, although this may not be at 100%. We recommend you charge the terminal as it should always be above 15% battery to perform transactions.
2. To charge your terminal, place it on the Communications Base. When the terminal is charging, you will see a charging symbol appear on the top of the screen.

C. Configure Your Connectivity

Your new terminal is able to connect and communicate using any of the following methods:

- Ethernet (IP) with Bluetooth using the Communications Base
- Mobile network (4G/GPRS)
- Wi-Fi

Ethernet with Bluetooth using the Communications Base

The default terminal communication setting is Ethernet connectivity. If you've not done so already, simply plug the ethernet cable provided into your router/ internet access point and the ethernet port on the Communications Base. If this is the only type of connection you'd like to use, then you can start accepting card transactions straight away. When all three communication methods are enabled, the default connection order is Wi-Fi, then Ethernet, then Mobile.

Wi-Fi

If you prefer to use Wi-Fi, follow the steps below.

1. From the home screen, select WLAN
2. Select the desired Wi-Fi network
3. Enter the networks Wi-Fi password and select "CONNECT"
4. The terminal will show "Connected" under your chosen network. A Wi-Fi symbol will also appear at the top of the screen. Indicating your terminal is connected.

Mobile Network (GPRS)

Your terminal will arrive with Mobile connectivity automatically enabled. Mobile connectivity can be used when you are on the go and not connected to the internet, or when your internet connection is unavailable.

D. Passwords

Your terminal will arrive with default passwords for Manager (2222222) and Supervisor (1111111). Please change these as soon as possible by following these instructions:

1. Open the Global Payments, Payments application
2. Select MENU
3. Select MANAGER
4. Select ADMIN
5. Enter 2222222 and select ENTER
6. Select EDIT PARAMETERS
7. Select PASSWORD
8. You'll then be able to change the Manager and Supervisor password.

E. Installing the Printer Roll

1. Pull up the flap at the top of the terminal.
2. Pull the flap backwards to open the paper compartment.
3. Place the paper roll into the paper compartment and make sure the end of the paper is secure.
4. Close the paper compartment so that a little bit of the paper is coming out and tear the paper.



To help us continually improve on our service and in the interests of security, we may monitor and/or record your telephone calls with us. Any recordings remain our sole property. If you have a speech or hearing impairment, you can call us using the Relay Service by dialling 18001 followed by 0345 702 3344. Lines are open for Stationary and Card Terminal Support every day (except Christmas Day) between 8.00am and 11.00pm Monday to Saturday, 10.00am and 5.00pm on Sunday and between 10.00am and 4.00pm on public holidays.

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