



# Smart Terminal

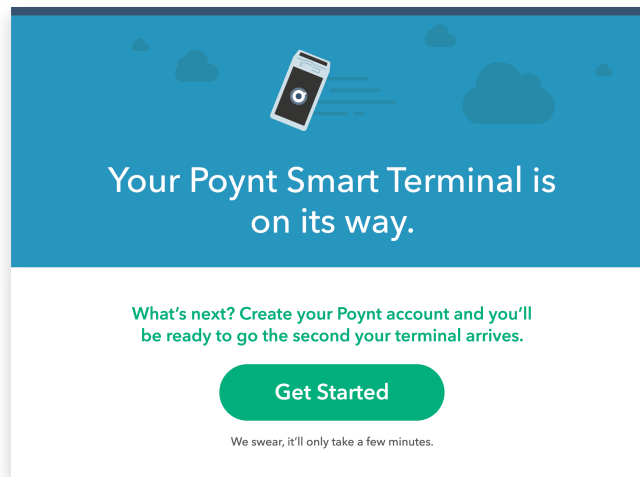
## Quick Reference Guide



# Before Your Smart Terminal Arrives

## Step 1: Set Up Your Poynt Account

Review the welcome email in your inbox and click on “Get Started” to create your Poynt HQ account.



## Step 2: Visit Your Poynt HQ Account

Log in at **Poynt.net** to see your dashboard. Once your terminal arrives, this is where you'll be able to see your real-time customer and transaction data. You can also access your dashboard on your smart phone using the Poynt HQ app.

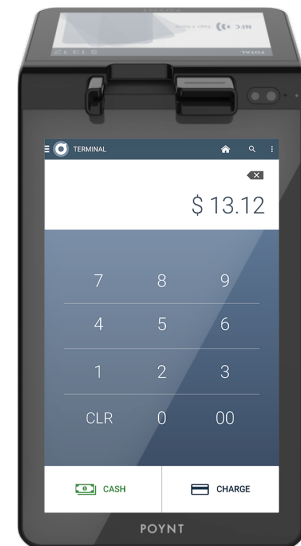
## Step 3: Review Tutorials and Setup Information

Visit **support.poynt.com** and review helpful video tutorials and support articles.

# Smart Terminal Setup and Activation

## Step 1: Placing the Device

There are two screens – the bigger one should face you and the smaller is directed at customers. Make sure it's in a place with strong, private WiFi, or hook up the docking station to an Ethernet cable.



## Step 2: Power On

To power on your device, press and hold the power button on the back of the merchant screen for 3 seconds. When placing your terminal on the dock make sure that both Poynt logos are facing you, aligning the terminal with the charging pins. Your device will charge while on the dock. We recommend fully charging the device (approximately one hour) before initial use.



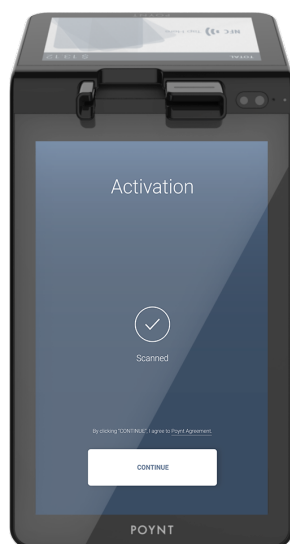
## Step 3: Connect

Your device will walk you through connecting to the Internet via WiFi. To connect using Ethernet instead, you can just plug your cord into the back of the dock. After that, it may begin to update its software as required. This can take a few minutes. Allow the device to download, install, and reboot before getting started.



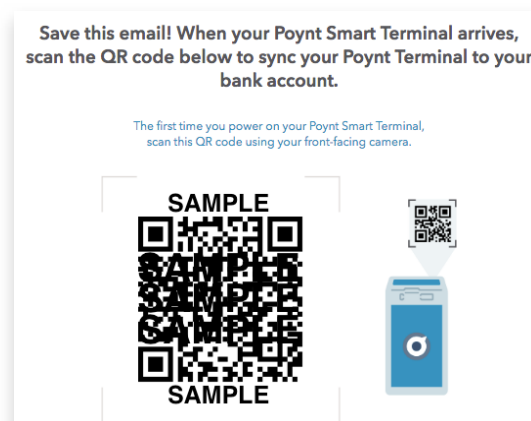
## Step 4: Activate

Now it's time to activate your Smart Terminal, which links your device to your bank.



## Step 5: QR Code Scan

After powering on and connecting to WiFi/ethernet, click the link and follow the on-screen directions for Scanning a QR Code from your welcome email.



*Note: Activation procedure varies depending on your reseller. You will receive instructions on the best way to activate from your sales representative.*

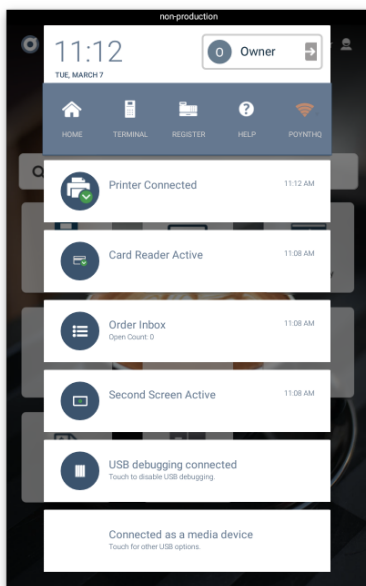
## Step 6: Load Paper

To load a fresh roll of receipt paper, lift the latch on the printer compartment and pull out. Unwrap the roll of paper, keep the roll taut, and insert as shown. Then you're ready to start accepting payments!



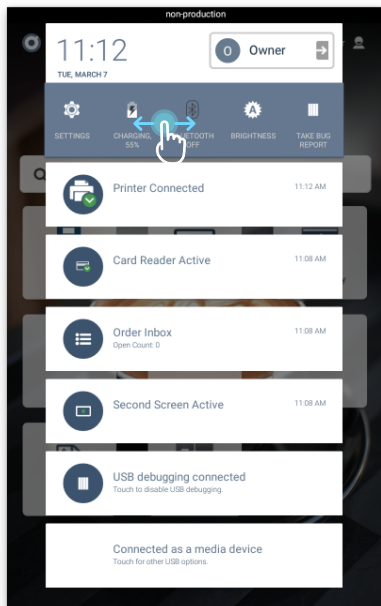
## How to Access the Swipe Down Menu

You can access the Poynt swipe-down menu by swiping down from the top of the screen. This also serves as the Notification tray where any notifications appear.



Some useful features you can access quickly are:

- Return to home screen
- Open terminal app
- Open help app
- Manage WiFi settings



If you swipe from left to right on the gray bar, there are additional useful features you can access:

- Access device settings
- Check Battery Level
- Take a Bug Report
- Adjust brightness

## List of Settings

From the Swipe Down Menu, you can tap on the Settings button to access the following key settings:

