

Payment Terminal Activation

To complete the activation of the Paystone application on your payment terminal, you will need to:

1. Download the Paystone application on your terminal
 - a. From the main menu, select APPS
 - b. Select the magnifying glass icon and search for PAYSTONE
 - c. Once located, select INSTALL
 - d. Once finalized, select the HOME icon to go back to the main screen
2. You will need the **Initialization Code** and **Merchant Password** that were provided to you by Paystone/Datacandy.

NOTE: After 60 seconds of inactivity, the terminal times out and you are prompted to swipe a card and then select a transaction type.

WIFI SETUP

1. From the main screen of your terminal, select the **SETTINGS** icon.
2. Select **NETWORK SETTING**.
3. Under PREFERENCES, select WiFi
4. Select your **NETWORK** to choose the network.
5. Enter the network password.
6. Once connected successfully, Press the **HOME icon** on your terminal to go back to the main menu.

ACTIVATION

1. Open the **Paystone** application
2. From the configuration menu, select **ACTIVATION**.
3. Enter the Initialization Code provided to you and press **OK**.
4. Enter the Merchant Password provided to you and press **OK**.
5. A configuration receipt will be printed; press **OK** 2 times
6. If the terminal is asking to swipe a card, you are now ready to start using your terminal.

ADDING OR REMOVING EMPLOYEES

1. From the swipe card screen, Select **CANCEL**
2. Select **Admin**
3. Enter the default Admin Password (12345)
4. Select Config.
5. Select Employee List
6. Select Add or Remove as needed.
7. Enter Employee code.
8. Enter Employee Password.