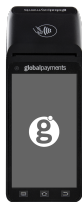


Quick Start Guide

Global Payments FLEX

– Semi-integrated Pay At The Door on T650P (4G)



Get started

Welcome to the **Global Payments Flex Quick Start Guide!** It's your go-to resource for quickly and easily setting up and using your new payments terminal. This guide covers everything from the initial setup to processing payments, ensuring you have all the essential information at your fingertips. We'll also provide you with helpful links to additional resources to maximize the potential of your new payment solution.

Let's get started!

4G Mobile data setup

If you have ordered a 4G configuration for the T650P, rest assured that Global Payments will handle the insertion and programming of the network SIM Card for your terminal prior to shipment. No setup is required on your part.

Terminal ON/OFF

The terminal power configuration differs across devices; view the table below to see the power connectivity method for your device(s):

T650P 4G

The T650P features a dedicated DC power connector for easy and convenient power supply. Inside the box, you'll find the power cable. To power on the device, simply insert the power supply cable into the T650P and connect the other end to the power supply.



- **Power On:** Press and hold the power button [⏻] to turn on the device.
- **Power Off:** Press and hold the power button [⏻] to wake the device up. After it is turned on, press and hold the power button [⏻] until the "User Menu" displays on the screen. Tap [⏻ Power off] to turn off the device.

Manager password

To set up your personalized manager password, kindly reach out to Global Payments Customer Care Centre at **1-888-682-3309**. Please note that the password should consist of 7-12 characters or digits.

Network communication

Network configuration for Pay At The Door (PATD) on the T650P:

Network	ECR/POS - T650P	T650P - Host
Available connectivity mode	TCP/IP (Wi-Fi) Ethernet	TCP/IP (Wi-Fi) or 4G

To set up your device connectivity, follow the steps below.

For T650P – Host setup on Wi-Fi at POS location

1. Swipe down from the top of the home screen. Once the status bar appears, swipe down again.
2. Tap the Wi-Fi icon to enable Wi-Fi.
3. To view available networks, tap the arrow located at the bottom of the Wi-Fi icon.
4. From the list of available networks, select the SSID name of the Wi-Fi network you wish to connect to.
5. Enter the Wi-Fi password for the selected network.
6. Finally, tap **[CONNECT]** to establish the Wi-Fi connection.

For T650P – ECR/POS setup

1. Obtain the ECR/POS IP address
2. From the Flex app home screen, Tap **Configuration**
3. Enter Manager Password
4. Tap **Connection Configuration**
5. Tap **Configuration**
6. Tap **IP**
7. Launch keypad by pressing the screen
8. Enter IP address, Tap Confirm
9. IP Port (**Defaulted as 2200**), Tap Confirm

Performing a sale transaction

1. For Pay-At-The-Door Sale, the transaction is entered in the ECR/POS system. Then the T650P will be carried out to the customer location and the T650P will not be communicating with the ECR/POS when the customer is ready to pay:
2. At the T650P. On the Flex main menu, tap **Retailer**.
3. Tap Sale
4. Enter all information on the prompts
5. Terminal displays "the Normal Card Entry Screen – insert, tap, swipe, or for manual entry, press the **[Other Payment Options]** then select **[Manual Entry]**".
6. The cardholder may choose to tap, insert, or swipe their card to make a payment.

Additional resources

Visit the Global Payments Help Centre at <https://help.globalpay.com/en-ca/products/point-of-sale-solutions/flex-pos> or scan the QR code on the side for additional support materials for your device(s). Should you have any questions or require additional instructions, please contact the Global Payments Customer Care Centre at **1-888-682-3309**.

