Payment Terminal

Quick Start Guide
Global Payments Terminal – S1000F/S1000E

Terminal ON/OFF

- 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 then tap **[⏻ Power off]** to turn off the device.

Manager Password

Your terminal is pre-programmed with a default manager password, please call Global Payments Customer Care at **1-888-682-3309** to set up your personalized manager password.

NOTE: The password can only be 7-12 characters.

Network Communication

Global Payments Terminal supports Wi-Fi, Wi-Fi pairing, or 4G wireless. To set up your device, follow the steps based on the communication mode configuration you ordered.

For a Wi-Fi Set-Up
1. At the Android home page, tap the [✿] WLAN icon.

2. Swipe to **[On]** to display available networks.

3. Tap the SSID name of the Wi-Fi network, enter the Wi-Fi Password and then press **[CONNECT]**.

4. Press the **[◁]** **Android Back icon** until the Android main menu displays.

5. Tap the **[⊕]** **Android All Apps Menu icon**, the Android app menu displayed.

6. Tap the **Payments Application** icon to launch the payment application.

NOTE: For a Wi-Fi pairing to an Ethernet Communication Base, please refer to the detailed instructions in the **Global Payments Terminal – S1000F/S1000E User Guide**

For a 4G Set-Up
If you have ordered a 4G configuration for your terminal, it will come with a pre-installed and pre-programmed network SIM Card, ready to use.

Performing a Sale Transaction

1. Tap the **[SALE]** transaction icon on the Payments app home screen.

2. Key in the transaction amount and tap **[✔]**.

3. The terminal will display "*the Normal Card Entry - insert, tap, swipe, or manual entry of card numbe*r".

4. The cardholder taps their card/inserts their chip card/swipes their card and follows the prompts on the screen for each card entry.

5. Transaction complete, you will see the following prompt depending on your receipt settings:

- If the **email receipt feature is enabled**, please have the cardholder enter the correct email address to receive the customer receipt copy. The terminal will automatically send the merchant copy email receipt to the merchant's pre-configured email address. If your terminal has a built-in printer, the merchant receipt copy will be printed.

- If the **email receipt feature is not enabled**, the merchant copy of the receipt is printed first, followed by the customer copy of the receipt.

Should you have any questions or require additional instructions, please contact the Global Payments Customer Care Centre at **1-888-682-3309.**