PAYMENT TERMINAL

Quick Start Guide
Global Payments Rigger — DX8000



Get started

Welcome to the **Global Payments Rigger — DX8000 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!**

Terminal ON/OFF

- Power On: Ensure the terminal battery is installed and press the power button **[⏻]** for about 1 second until the display turns on
- Power Off: Hold down the power button **[⏻]** for more than 2 seconds and tap "**Power off**"

Administrator ID and password

Your terminal has a default ID name of **"00".** Please contact Global Payments Customer Care at **1-800-263-2970** to set up a personalized admin password.

Startup Configuration

If the **Startup Configuration** screen displays the *PRICE CHANGE* and/or *PUMP CONFIG* options with a flag sign (✳), you must set the price for at least one fuel product and configure all pumps before processing transactions.

Price Change option

1. The Price Change option displays a list of Fuel Products
2. Select a Fuel Product and enter the price
3. Once all supported Fuel Product prices are set, tap the icon in the top right corner to save your changes.

Pump Config Option

1. The Pump Config option (if shown) sets the number of digits supported by the meter display before it rolls over and starts from zero
2. Set all displayed pump meter settings
3. Once all pump meters are configured, tap the icon in the top right corner to save your changes. Note that this icon will be grayed out until all pump entries are set

Performing a Purchase transaction

1. Tap the **Purchase** transaction icon on the home screen
2. Enter the Employee ID and password (if enabled) and tap ◎
3. Select a Product from the drop down menu on the left side of the screen
4. Key in the product amount and tap ▸
5. A list of items being purchased with the total amount is shown. Press '**+**' key to add more items. Otherwise, tap ▸
6. Enter the invoice number (if enabled) and tap ▸
7. If tip functionality is enabled for any of selected products, the cardholder chooses the tip amount/percentage, custom tip, or no tip. Tap ▸
8. The cardholder should tap, insert or swipe their card as instructed
9. After the transaction is complete, the merchant copy of the receipt is printed. Confirm the printing of the receipt for the customer

You can also perform other financial transactions such as return, pre-authorization, completion, void, cash sale, cash return, keyed purchase, keyed return, and phone order. Please refer to the **Global Payments Rigger User Guide** for additional details

Performing an End of Shift / End of Day

It is highly recommended to perform a settlement at least once daily. End of Shift will not automatically perform a settlement unless previously configured. End of Day will automatically perform a settlement.

1. Tap the ☰ icon (FUNC menu) on the home screen and then select **End of Shift** or **End of Day**
2. Enter the Employee ID and password (if enabled) and tap ◎.
3. Tap ◎ to start 'Start End of Shift?' or 'Start End of Day?'
4. The batch is closed and funds deposited
5. Various reports (Settlement Report, Card Deposit Report, Dealer Script Report) are printed
6. Make any necessary updates to the Price Change, Meter/Dip Reconciliation, Gas Drop, and Pump Config selections. Tap ◎ when done

CAUTION: If the terminal displays "*Out of Balance*" at the end of the settlement procedure, please contact Global Payments Customer Care at **1-800-263-2970.**

Additional resources

Visit the **Global Payments Help Centre** at https://help.globalpay.com/en-ca/products/point-of-sale-solutions or scan the QR code on the side for additional support materials for your device(s).

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