

## Quick Start Guide

### Global Payments Terminal – T650C / T650P

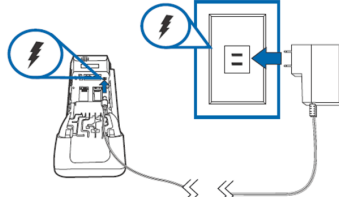
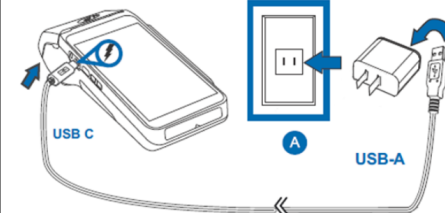


#### Get started

Welcome to the **Global Payments Terminal 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

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

Countertop—T650C	Wireless—T650P
<p>The <b>T650C</b> features a dedicated DC power connector for easy and convenient power supply.</p> 	<p>The <b>T650P</b> comes pre charged, but we advise you to charge the terminal to ensure it maintains a battery life above 15% for seamless transaction processing. Inside the box, you will find the power cable. To charge the device, insert the USB port into the T650P and connect the other end to the power supply.</p> 

- **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 differs across devices; view the table below to see the available connectivity method for your device(s):

Device name	Countertop—T650C	Wireless—T650P
Available connectivity mode	Wi-Fi and Ethernet	Wi-Fi and 4G wireless

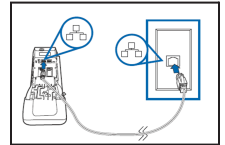
To set up your device connectivity, follow the steps based on the communication mode configuration that you ordered.

##### For a Wi-Fi set-up

1. **Swipe down** from the top of the home screen. When you see the status bar, **swipe down** again.
2. Tap the **Wi-Fi icon** to toggle "Wi-Fi On"
3. Tap the **arrow** at the bottom of the Wi-Fi icon to display available networks
4. Tap the **SSID name** of the Wi-Fi network that you want to connect to from the list.
5. Enter the Wi-Fi password, and then tap [**CONNECT**].

##### For an ethernet set-up (Countertop—T650C only)

1. Insert the Ethernet cable into the T650C device.
2. Connect the other end of the cable to the ETH port, as illustrated on the right.



##### For a 4G set-up (Wireless—T650P only)

If you have selected a 4G configuration for your terminal, rest assured that it will arrive with a pre-installed and pre-programmed network SIM card, fully prepared for immediate 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 [|=>].  
 Note: If you support pre-tax tipping, please ensure to enter the subtotal amount (pre-tax amount).
3. The cardholder taps/inserts/swipes their payment method and follows the prompts on the screen for each card entry.
4. Transaction complete

#### Additional resources

Visit the Global Payments Help Centre at <https://help.globalpay.com/en-ca/products/terminals/terminal> 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**.

