

# Westpay integrated.

QuickStart manual

## Table of contents

QuickStart manual.....	1
<b>1. Before you start .....</b>	<b>3</b>
<b>2. The home screen. ....</b>	<b>3</b>
<b>3. Establish connection. ....</b>	<b>4</b>
2.1. Accessing the system menu .....	4
2.2. Find the terminal IP address. ....	5
<b>4. Additional features. ....</b>	<b>6</b>
4.1. Enable tipping.....	6
4.2. Enable or disable CVM approval.....	6
4.3. Change screen brightness. ....	7

## Version history

Version	Description	Valid from
1.0	First version	Version 2.0.13

*Valid from refers to the minimum Payment Application version that this document can be used for guidance in how to use the solution. To validate the version you use, access the system settings menu, and look at the version number.*

## 1. Before you start

Make sure that you have performed the following steps before starting up the terminal for the first time.

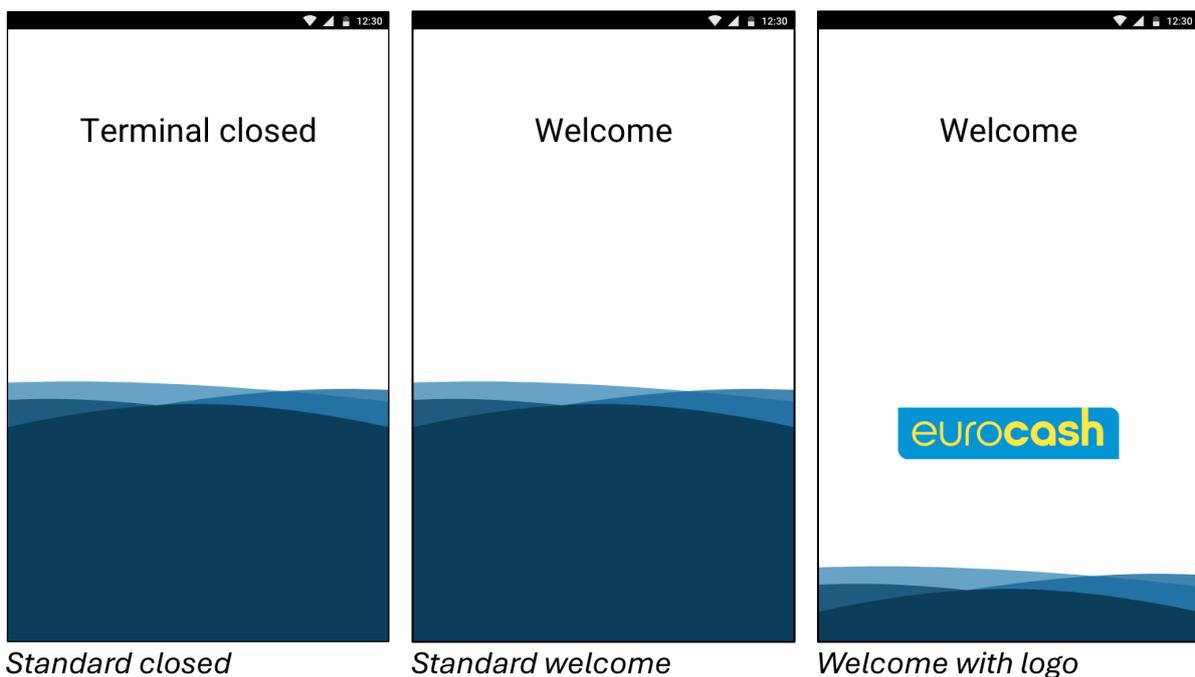
- Performed the delivery inspection.
- Prepared the terminal for first time use by following the unboxing guide.

**For more information see documents:**

- *WP Delivery inspection*
- *WP C10, C100 or C150 Unboxing & Connect*

## 2. The home screen.

On an integrated terminal the look & feel of the home screen is dynamic meaning that the text it displays will change dependant on if a sales system is connected or not. The home screen can also, depending on configuration show additional things like customer logotypes etc.

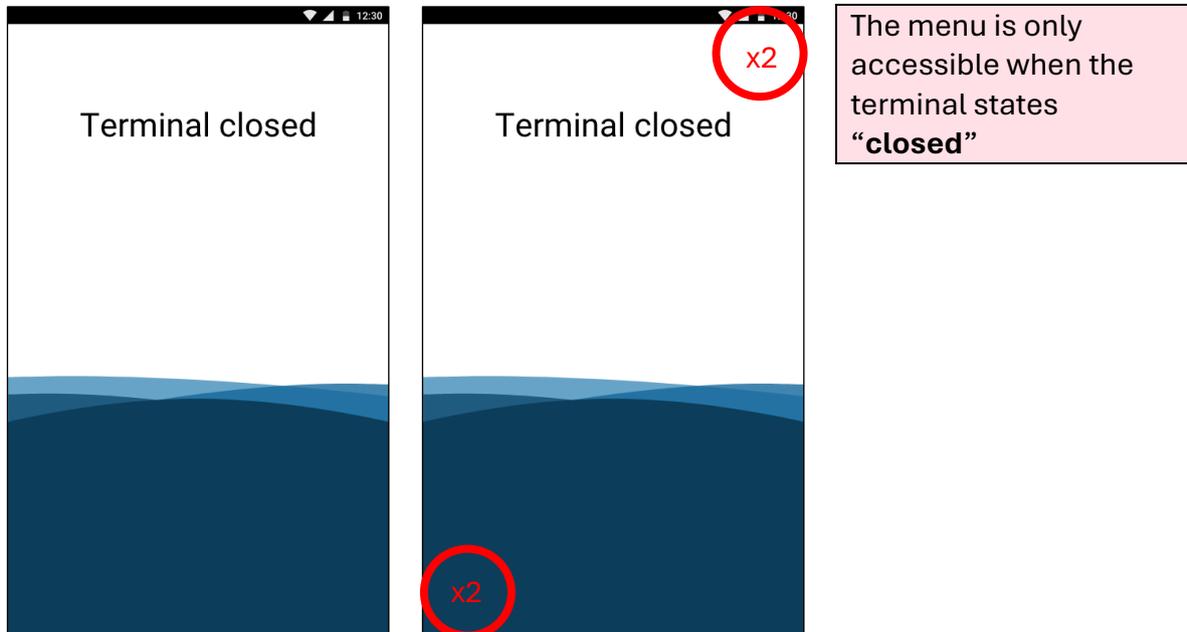


The instructions given in this manual will always start from the home screen.

### 3. Establish connection.

The terminal will after start-up sit and wait for your sales software to create a connection. To create this, you will need to access the IP address of the terminal.

#### 2.1. Accessing the system menu

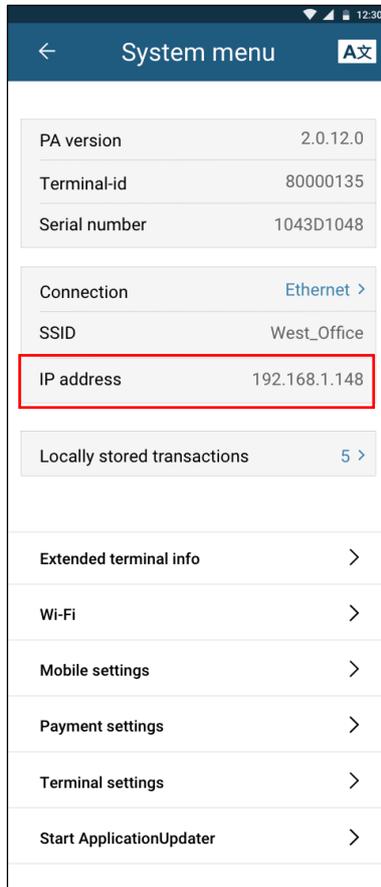


On C10/C100 you can, from the “Terminal closed” screen access the system menu by entering the code: **147 369** using the physical keypad on the terminal.

On C150 you will have to perform a sequence of touch events on the screen. Tap twice on the bottom left corner of the screen followed by two taps on the top right.

## 2.2. Find the terminal IP address.

From the system menu, locate the IP address at the top part of the screen. Note down this information and use it when configuring the sales system.



The terminal will auto leave the menu after a few seconds of inactivity, to leave it manually, press the top left back arrow.

If additional network configuration is required then this can be access form the system menu and the menu option Wi-Fi or Ethernet.

*The menu is dynamic and will only display the options that is available on your specific terminal model. Therefore, the left reference image can differ from what you see on your terminal.*

## 4. Additional features.

Additional features are settings and functionality that you can control from within the payment terminal. The steps provided always start from the home screen.

### 4.1. Enable tipping.

Your terminal can be used for multiple use cases, in a restaurant environment it's common to accept gratuity (tip) for the services provided. To enable tipping follow below steps:

1. From the home screen access the system menu as described in 2.1
2. From the system menu find and press the menu option "payment settings"
3. From the payment settings menu find the TIPPING section
4. Enable tipping by pressing the toggle on/off button
5. For additional configuration press "Configure tip" and change the values to your preference.
6. Save the settings by leaving the menu using the top left back arrow.

Please note that there are limits to the tip amount you can configure. The limits set on your terminal is defined by your agreement and partner configuration. Contact your terminal partner for additional information.

### 4.2. Enable or disable CVM approval.

As additional card-holder security we have the option to show a final confirmation step for payment below CVM limits. If enabled the cardholder will be asked a final time if the transaction should be processed.

1. From the home screen access the system menu as described in 2.1
2. From the system menu find and press the menu option "payment settings"
3. From the payment settings find the approve amount section
4. Toggle the switch on or off to control if the cardholder should be asked to confirm the amount.
5. Save the settings by leaving the menu using the top left back arrow.

### 4.3. Change screen brightness.

Not all environments are the same, therefore, we allow you to change the screen brightness of the terminal. Please note that this will affect the battery life of the terminal if used on a portable terminal.

1. From the home screen access the system menu as described in 2.1
2. From the system menu find and press the menu option “terminal settings”
3. From the terminals settings find the display settings section
4. Adjust the slider to change the screen brightness to your preferred strength.
5. Save the settings by leaving the menu using the top left back arrow.