Installation Guide

How to install your Mobile Terminal
Your Mobile Terminal Installation Guide

To begin your installation you will need:

- Your Merchant Number (also known as Customer Number, Merchant ID or MID). It is 8 digits long and you can find this on any correspondence we’ve sent you.
- Your terminal and power cable
- A spare plug socket

**01**

Set up your terminal

Connect your base unit to the power.

If the power supply is not connected, please insert as shown.

Place the terminal on the base unit

Allow your terminal to charge for at least 2 hours, or until the battery icon shows it is fully charged, before continuing with the next steps.

**02**

Enter your Merchant Number

Your Merchant Number (also known as Customer Number, Merchant ID or MID). You can find this on any correspondence we’ve sent you.

Terminal Installation Key in your Merchant Number

And press ENTER

Key in your Merchant Number and press the GREEN ENTER button
Update your terminal
Your terminal will automatically begin the installation and download all available updates. This can take up to a couple of minutes.

Important: make sure your terminal is connected and powered on at all times so that any software and security updates can be received by your terminal, keeping it fully compliant with payment regulations.

Create your supervisor code
Create a unique 4-digit code.

Press the GREEN ENTER button to continue.

You will then be asked to re-enter your code and press the GREEN ENTER button to confirm.

All done
Once you’ve successfully installed your terminal it will dial out and print a test receipt listing all the card types you can accept. The screen will read:

Ready
Merchant Number
XXXXXXXX

Congratulations – you can now start taking card payments!

To start a sale transaction, simply enter the amount and follow the instructions.

For all other transactions, press the MENU button.
If you have any queries or issues, our UK-based Helpdesk is there for you 24/7 – every day of the year.

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Just call us on:  
0345 761 6263 – UK  
1800 242 636 – ROI  
20044687 – GIB

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Stay supplied with tally rolls and accessories

Your terminal comes with a couple of tally rolls, so you can start accepting transactions straight away. However, we’d recommend you order some more as these may not last very long. You can order new rolls and other terminal accessories, online or by phone, from:

www.worldpayaccessories.com or call:  
0800 289 666 – UK  
00800 9899 2000 – ROI  
20044687 – GIB  
Monday to Friday 9.00am – 5.00pm

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