PAX Terminal Activation

If your terminal has been provided by <u>MONERIS</u>, these instructions only apply to the <u>PAX A920</u> model:

To complete the activation of the DataCandy application on your payment terminal, you will need to:

1. Download the DataCandy application on your terminal.
    a. From the main screen, select **APP STORE**
    b. Under the Catalog, you will find the DATACANDY application.
    c. Once located, select **INSTALL**
    d. Once finalized, select the HOME icon to go back to the main screen.
2. You will need the **Initialization Code** and **Merchant Password** that were provided to you by DataCandy/Datacandy.

PayFacto

If your terminal has been provided by <u>PAYFACTO</u>, these instructions apply to the following terminal models: <u>PAX-A80, PAX-A920, PAX-D210, PAX-S300, PAX-S80, PAX-S90</u>

The DataCandy settings section of the settings page in your terminal is generally configured by **PayFacto**, prior to delivery or as part of the application's setup process. They should not require modification. If your terminal is having problems communicating with the DataCandy server, you may need to adjust one or more of the fields.

Please call 1-888-800-6622 if you need assistance with setting up the application.

Please visit https://desk.payfacto.com/portal/en/kb/articles/gift-powered-by-datacandy-settings and https://desk.payfacto.com/portal/en/kb/articles/gift-powered-by-datacandy-online-manual-9-2-2021#About_Gift_Cards in order to learn more DataCandy for your **Payfacto** terminal.

PAX Terminal Activation

WIFI SETUP

1. From the main screen of your terminal, select the **SETTINGS** icon.
2. Enter your terminal password.
3. Select **NETWORK & INTERNET**.
4. Select WiFi
5. Select your **NETWORK** to choose the network.
6. Enter the network password.
7. Once connected successfully, press the **HOME icon** on your terminal to go back to the main menu.

ACTIVATION

1. Open the **DataCandy** application
2. From the configuration menu, select **ACTIVATION.**
3. Enter the **Initialization Code** provided to you and press **OK**.
4. Enter the **Merchant Password** provided to you and press **OK**.
5. A configuration receipt will be printed; press **OK** 2 times
6. If the terminal is asking to swipe a card, you are now ready to start using your terminal.

ADDING OR REMOVING EMPLOYEES

1. From the swipe card screen, Select **CANCEL**
2. Select **Admin**
3. Enter the default Admin Password (12345)
4. Select Config.
5. Select Employee List
6. Select Add or Remove as needed.
7. Enter Employee code.
8. Enter Employee Password.