eftpos
NEW ZEALAND LIMITED

T650p Quick Start Guide

Get to know your T650p

PASSCODES

For your security, certain functions, such as refunds, are protected by passcodes. If you need to set up or reset your passcode, call our Technical Helpdesk at **0800 EFTPOS (0800 338 767, option 2)** for assistance.

NOTE: You must be the listed authority on your Eftpos NZ account to set up or reset passcodes.

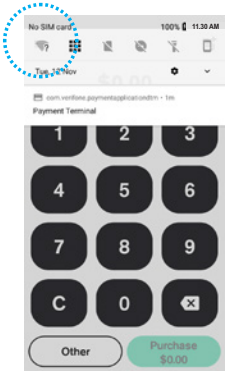
Getting started

1 Power Terminal On

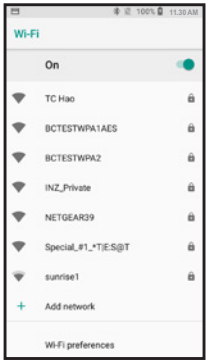
Press the power button on the side of the terminal.

2 Get connected

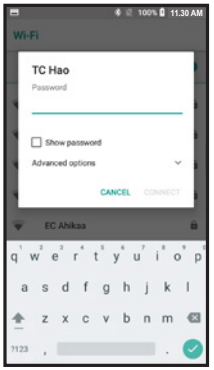
Your terminal will start up and load the payment screen. If your terminal connects to the payment network via a SIM card it will connect automatically. If not, you will need to connect it to Wi-Fi.



Toggle Wi-Fi on
Swipe down from the top of the screen and tap and hold the Wi-Fi icon.



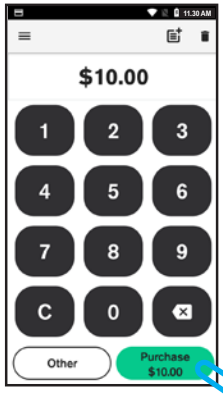
Find your network
Select your network.



Enter your password
Enter your Wi-Fi password and tap ‘CONNECT’. Press the HOME BUTTON to navigate back to the Payment screen.

Process a transaction

1

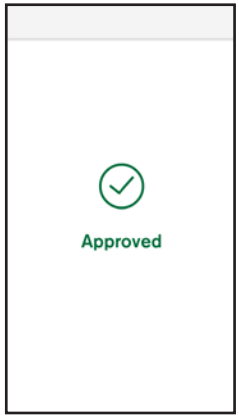


Enter the purchase amount and tap **Purchase.**
TIP: You can tap on the icon to add a reference to the transaction

2

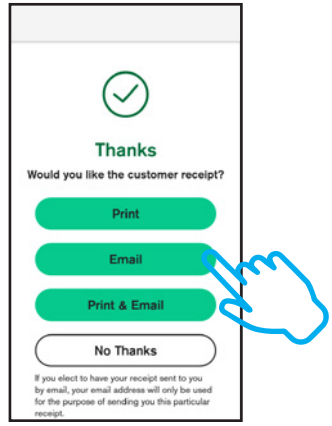
Your customer taps, inserts, or swipes their card or mobile wallet and enters their PIN if prompted

3



Terminal will display **Approved** or **Declined**

4



Customer selects how they would like to receive their receipt. Learn more:
eftpos.co.nz/android-receipts

Charging your T650p

- Insert USB cable into USB adapter
- Insert USB adapter into wall socket
- Insert USB-C end into the USB-C charging port on the left side of the terminal
- Look for this icon to make sure your T650p is charging

CHARGING TIPS

For charging tips & troubleshooting, visit our Customer Help Centre at **support.eftpos.co.nz/charging**

Changing the paper roll

1

Open paper roll cover as shown above. There are small slots to aid opening if required

2

Remove used paper roll. Insert new roll so the paper feeds from the top, leaving a length of paper sticking out of the terminal

3

Close the printer door, pressing down gently until it clicks shut

!

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eftpos.co.nz/rolls

If you have any questions we are here to help. Call us on **0800 EFTPOS**, or visit **support.eftpos.co.nz**

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