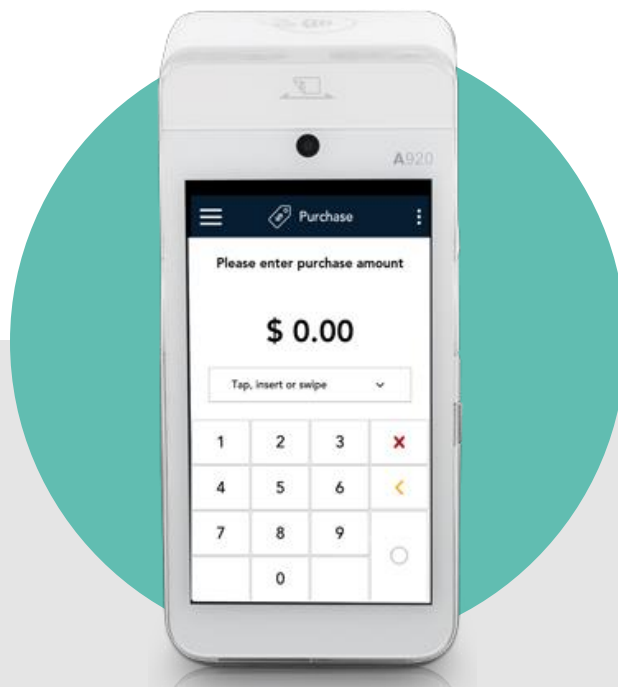




Moneris Go[®]

Setting up Your Terminal

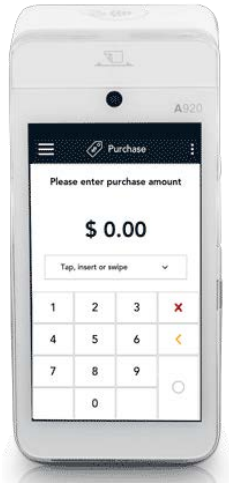


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What's in the box

1. Confirm you have received the required hardware. If not, [contact Moneris](#).



Moneris Go terminal



Optional charging base



USB Charging cable



Receipt paper

2. Go to [Hardware setup](#) on page 3.

Hardware setup

Install the receipt paper

1. Place the terminal face-down on a clean, dry, flat surface.
2. Lift the printer latch up to release the printer cover, then pull the cover back to expose the paper compartment.



3. Insert the receipt paper roll into the paper compartment with the loose end unrolling from the bottom of the roll and away from the terminal.
4. Unroll enough paper to extend at least one inch (2.5 cm) past the top of the printer cover.



Note: If the paper is installed backward, your printouts will be blank.

5. Close the printer cover, and press down to snap it back into place so that the extended paper is held securely.



6. Turn the terminal over so that the screen is once again facing up. You are ready to print receipts and reports.



Charge the battery

Charge the terminal's internal battery for 3 hours using one of the following methods:

- Charging cable (see page 5).
- Optional charging base (see below)

Recommendations: You must use the exact power adaptor and cables provided by Moneris to work with the Moneris Go terminal and base. Failure to do so may affect the operability of, or cause damage to, the equipment. Always plug the charging cable into the power source last to avoid power surges. Use a power bar equipped with surge protection where possible.

Use the optional charging base

1. Unfold the charging cable and insert the USB connector into the USB port in the back of the base.
2. Make sure the AC adaptor is connected to the other end of the charging cable. Plug the AC adaptor into a working electrical outlet on a power bar.
3. Dock the terminal on the base. Ensure that the metal contacts on the underside of the terminal fit securely over the leads prong on the base.
4. The terminal displays the charging screen.
 - a. Wait for the battery icon to display the lightning bolt symbol. This indicates that the terminal is receiving power and the battery is charging.
 - b. Continue charging the terminal during the rest of the setup procedures.
5. Refer to Power on the terminal on page 5.




Use the charging cable

1. Un-fold the charging cable and insert the micro-USB connector into the USB port on the left side of the terminal.
2. Make sure the AC adaptor is connected to the other end of the charging cable. Plug the AC adaptor into a working electrical outlet on a power bar.
3. The terminal displays the charging screen.
 - a. Wait for the battery icon to display the lightning bolt symbol. This indicates that the terminal is receiving power and the battery is charging.
 - b. Continue charging the terminal during the rest of the setup procedures.
 - c. Go to the next section [Power on the terminal](#).



Power on the terminal

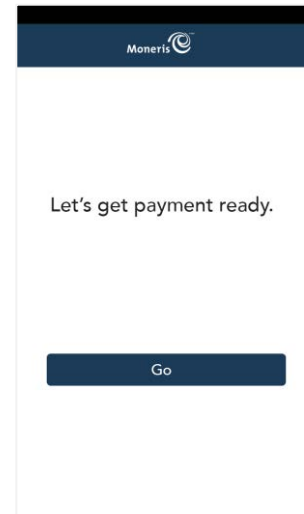
1. Locate the thin rectangular power  button on the right side of the terminal.
2. Press and hold the power button for about 2 seconds until the screen illuminates.
 - The terminal powers on.
 - The hardware setup is complete. Continue to the next section [Application setup](#).

Application setup

To set up Moneris Go quickly, simply respond to the prompts on screen. If you need help, follow the step-by-step instructions in each section below.

1. Tap **Go**.
2. Wait while the terminal connects to Moneris to obtain your account settings.

For any connection problems, refer to [Troubleshooting](#) on page 12.



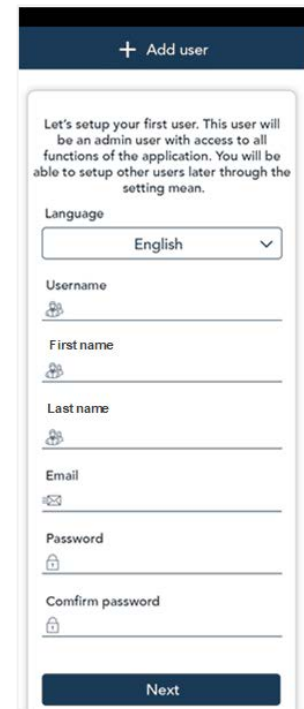
Set up an Admin user

3. The Add user screen appears. Tap each field and enter the required information. You will automatically be assigned the Admin user role. This user role can access all functions and create new user roles.

Note: *If an Admin user has already been created, the application will skip this step.*

- **Language.** Tap **Language** and choose English or French. Your selection will become the default language for all other users. However, other users can change the language if desired.
- **Username.** You will need to enter your username each time you use the terminal. Make sure your username is easy to remember and easy to type.
- **First name.** Enter your first name.
- **Last name.** Enter your last name.
- **Email address.** For example, john.smith@company.ca. This field is required for the first user.
- **Password.** Enter a password you will remember. It must be at least 4 characters long.
- **Confirm password.** This field must match the Password field.

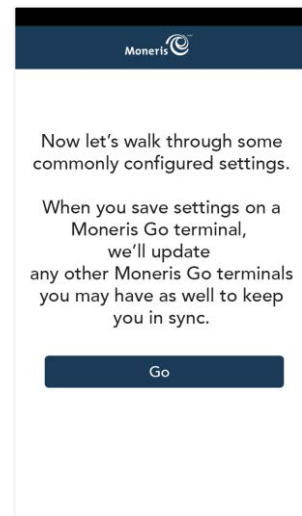
4. Tap **Next**.



Review common settings

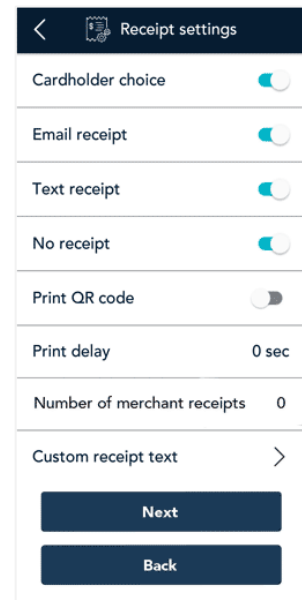
5. Tap **Go** to begin configuring your Moneris Go application.

Note: If you make any changes to these settings, those changes will be reflected on your other Moneris Go terminals. The settings for all of your Moneris Go terminals will be kept in sync.



6. Review the Receipt settings screen and choose an action:

- To accept the settings shown and move to the next screen, tap **Next**. You will be able to change the settings later.
- To change the settings, tap each toggle or field:
 - **Customer receipt format.** When "Cardholder choice" is enabled, you can enable or disable the receipt options available to your customers. If Cardholder choice is disabled, the application will automatically print the customer receipt.
 - **Print QR code.** This setting is enabled by default. To stop printing QR codes on all receipts, tap the toggle.
 - **Print delay.** This setting determines the delay (in seconds) between printing the customer receipt and printing the merchant receipt.
 - **Number of merchant receipts.** By default, the terminal will not print a merchant receipt. If you want a receipt for each transaction, tap the field and select a new value (1 or 2 receipts).
 - **Custom receipt text.** Use this setting to add lines of text (headers and footers) to the top and bottom of your customer receipts.
- When finished, tap **Next**.



7. Review the Tip settings screen and choose an action:

- To accept the settings shown and move to the next screen, tap **Next**. You will be able to change the settings later.
- To change the settings, tap each toggle or field:
 - **Tip Support:** Enable this setting to prompt customers to leave a tip. Once you enable Tip Support the tip options will appear.
 - **Tip by Dollar:** Enable this setting to allow customers to enter a tip as a dollar amount.
 - **Tip by Percent:** Enable this setting to allow customers to enter a tip as a percentage of the total amount.
 - **Tip Preset 1:** Enable this setting to allow customers to enter a tip as a pre-set percentage. Tap the **Preset Value** field and enter a percentage (for example, 10), then tap **OK**.
 - **Tip Preset 2:** Enable this setting to allow customers to enter a tip as a pre-set percentage. Tap the **Preset Value** field and enter the percentage; for example, 15. Tap **OK**.
 - **Tip Preset 3:** Enable this setting to allow customers to enter a tip as a pre-set percentage. Tap the **Preset Value** field and enter the percentage; for example, 20. Tap **OK**.
- When finished, tap **Next**.

Tip settings

Tip support ☒

Tip by dollar ☒

Tip by percent ☒

Tip preset 1 ☒
Preset value 10%

Tip preset 2 ☒
Preset value 15%

Tip preset 3 ☒
Preset value 15%

Next

Back

8. Review the General application settings screen and choose an action:

- To accept the settings shown and move to the next screen, tap **Next**. You will be able to change the settings later.
- To change the settings, tap each toggle or field:
 - **Automatic sign out time.** The application will automatically sign you out after 120 minutes of no activity. To change this time period, tap the control bar.
 - **Sign out after transaction.** This option is disabled by default. If you enable it, the application will sign you out after each transaction.
 - **Pass terminal timer.** When a customer response is needed, the application displays the “Please pass the terminal to your customer” screen for 1 second. Tap the minus sign or plus sign to change this time period.
 - **Report reset time.** This is the time when your reports will reset to \$0. To change it, tap the field and set a new time. For example, if you set it for 12:00am, the reports in the application will cover the period from 12:00 a.m. to 11:59 p.m. It is best to set the Report reset time 2 to 3 hours outside of your typical business hours – if you close at 10 p.m. set it for 12 a.m., if you close at 2 a.m. set it for 4 a.m. If you are open 24 hours, choose a logical break point like a shift change.
 - **Manual entry transactions.** This setting allows you to manually enter a credit card number for email and telephone orders.
- When finished, tap **Next**.

General application settings

Automatic sign out time 120

Sign out after transaction ☐

Pass terminal timer
1 sec - +

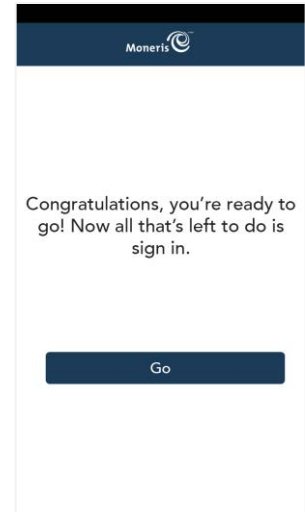
Report reset time 11:00 PM

Manual entry transactions ☒

Next

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9. Tap **Go** to sign to the application.

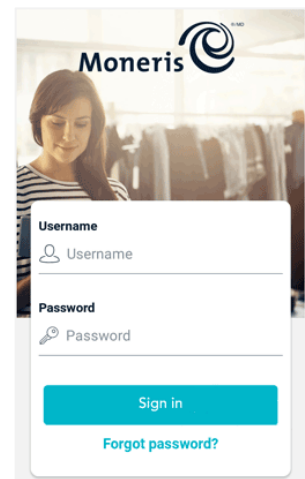


Sign in

10. Sign in to the application.
 - a. Tap the **Username** field and enter your username.
 - b. Tap the **Password** field and enter your password.
 - c. Tap **Sign in**.
11. The application displays the Purchase screen. This is the default screen.

You are ready to process your first sale.

For instructions on using your terminal, visit moneris.com/en/support/devices/monerisgo to download the *Using your terminal* guide.



Wireless Communication: 4G and Wi-Fi

The terminal uses long-range cellular communication (4G or 3G) to send and receive information to and from the Moneris host. The terminal communicates via 4G by default for faster communication, and uses 3G as a fallback where 4G is not available.

If you set up a Wi-Fi network, the terminal will switch to Wi-Fi when the Wi-Fi signal is stronger. To setup a Wi-Fi network:

1. Swipe down from the top of the screen.

You may have to swipe down again to see the full panel.

2. Tap **Wi-Fi**.

The terminal displays a list of the available Wi-Fi networks.

3. Tap the network to which you want to connect

The password screen appears.

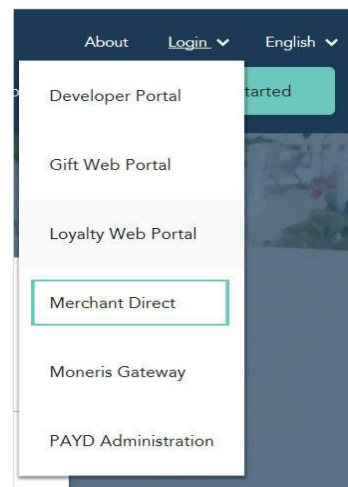
4. Enter the Wi-Fi password and tap **Connect**.

Enroll in Merchant Direct®

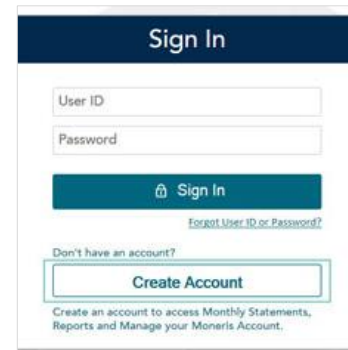
Merchant Direct is the Moneris online tool for accessing all of your merchant reports, including end-of-day reports. To sign up for Merchant Direct, follow these steps.

Note: If you have already enrolled in Merchant Direct, you do not have to enroll again.

1. Go to moneris.com
2. In the top, right area of the screen, click **Login** and select **Merchant Direct**.



3. Click **Create Account**.



4. Fill in the fields in the online form to complete your enrolment.

A screenshot of the Moneris 'New User? Create an Account' form. It is divided into two sections: 'USER DETAILS' and 'MERCHANT DETAILS'. The 'USER DETAILS' section includes fields for Email, Confirm Email, Full Name, User ID, Password, and Confirm Password. The 'MERCHANT DETAILS' section includes a field for Merchant Number, with a pre-filled value '003-0' and a note: 'Your merchant number can be found on...'. The form is partially filled out with red boxes around the input fields.

Troubleshooting

Error message	Problem and solution
Login failed Whoops! Looks like something went wrong.	<p>Tap OK to clear the message.</p> <p>Enter your username and password exactly as you created them during the Admin user setup.</p>
No connection Whoops. Looks like you're not connected to the Internet	<p>The terminal cannot establish a connection to Moneris.</p> <p>For a 4G connection, follow these steps:</p> <ol style="list-style-type: none"> 1. Tap OK to clear the error message. 2. Swipe down from the top of the screen if needed to reveal the status bar. Check the battery charge level and charge the battery as required. Refer to Charge the battery on page 4. 3. Confirm that your terminal is connected to a 4G/3G network by checking for the presence of "4G" or "3G" in the status bar. 4. Check the signal strength (number of bars) of the connection. It is best to have at least 2 bars to communicate with Moneris. 5. Restart terminal. Press and hold the power button for about 2 seconds until a menu appears. Tap Reboot, then tap Reboot again to confirm. <p>To troubleshoot a Wi-Fi connection, follow these steps:</p> <ol style="list-style-type: none"> 1. Tap OK to clear the error message. 2. Swipe down from the top of the screen if needed to reveal the status bar. Check the battery charge level and charge the battery as required. Refer to Charge the battery on page 4. 3. Ensure the terminal is within range of your wireless router. 4. Ensure the terminal is connected to the desired Wi-Fi network. 5. Ensure your Wi-Fi network is working. Contact your Internet Service Provider or your network helpdesk as needed. 6. Restart your terminal. Press and hold the power button for about 2 seconds until a menu appears. Tap Reboot, then tap Reboot again to confirm.

Merchant support

If you need assistance with your payment processing solution, we're here to help, 24/7.

We're only one click away.

- Visit moneris.com/en/support/devices/monerisgo to download additional copies of this guide and other resources;
- Visit shop.moneris.com to purchase point-of-sale supplies and receipt paper
- Visit insights.moneris.com for business and payment news, trends, customer success stories, and quarterly reports & insights

Need us on-site? We'll be there.

One call and a knowledgeable technician can be on the way. Count on minimal disruptions to your business as our Field Services provide assistance with your payment terminals.

Can't find what you are looking for?

Call Moneris Customer Care (available 24/7) toll-free at **1-866-319-7450**. We'll be happy to help.

You can also send us a secure message 24/7 by logging in to Merchant Direct® at moneris.com/mymerchantdirect.



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Moneris Go A920 EN (March 2021)