



# INSTALLATION CHECKLIST

## Moneris® Wireless Communication Base



**BE PAYMENT READY**



## Need help?

Web: [moneris.com/support](https://moneris.com/support)

Toll-free: **1-866-319-7450**

Record your Moneris merchant ID here:

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## Overview

The Moneris Short-Range Mobile point of sale (POS) solution allows you to accept payments from virtually anywhere inside or within close proximity to your location. Use this installation checklist to help you determine the most effective placement of your wireless communications base(s) and optimize POS coverage for your business.

### BEFORE you receive your Moneris mobile POS hardware:

1. Determine the number of Moneris wireless handhelds and communications bases required for your location. See page 2.
2. Select the most effective location for the Moneris wireless communications base. See pages 3 and 4.
  - a. Review the considerations on page 3.
  - b. Review the sample floor plans on page 4 and select the floor plan that is most similar to your location for suggested base locations.
  - c. Create a floor plan of your location by following the instructions on page 5.

### WHEN you receive your Moneris mobile POS hardware:

3. Set up the hardware and configure it. Refer to the *Setting up Your Terminal* section of the Moneris **Reference Guide** included in the box with the hardware.
4. Place the communication bases in the locations you have chosen in step 2 (above).
5. Test the wireless communication for each base. Refer to *Wireless communication* in the *Using Your Terminal* section of the Moneris **Reference Guide** included in the box with the hardware.
  - If any areas in your location fall out of wireless communication range, review pages 3 and 4 of this guide, change the location of the base and test the communication range again.

## 1. Determine the number of Moneris wireless handhelds and communications bases required for your location:

Consider the following factors when deciding how many handhelds and bases to install for your mobile POS solution:

<input type="checkbox"/> Each communications base can support up to 5 handhelds.
<input type="checkbox"/> The number of tables (in restaurant environments) or payment stations (in retail or service environments) in your location: <ul style="list-style-type: none"> <li>• Estimate a minimum of 1 handheld for every 7 tables/stations.</li> </ul>
<input type="checkbox"/> The size and layout of the space in which the POS solution will be used: <ul style="list-style-type: none"> <li>• If the location has more than one level, install enough communications bases on each level to cover the floor space of that level.</li> <li>• If the location has more than one service area (e.g., restaurant and patio), install enough communications bases in each service area to cover the floor space of that service area.</li> <li>• For large venues with multiple service areas, each base and its handhelds should be assigned to one service area only and should not be shared across service areas.</li> </ul>
<input type="checkbox"/> The highest number of credit and debit transactions performed during your peak hours in peak season.
<input type="checkbox"/> The number of staff you schedule during your peak hours in peak season and estimate a minimum of 1 handheld for every 4 or 5 staff on the floor.
<input type="checkbox"/> The presence of wireless communications obstacles (see the list of potential obstacles in the “Avoid placing the base near:” section on page 3 of this checklist).
<input type="checkbox"/> If you are replacing existing countertop terminals with wireless handhelds, estimate a minimum of 1 handheld for each terminal.

### Helpful Hints

- Use colour-coded stickers or labels to identify which handhelds are paired with each communications base.
- Each handheld should have its own base for charging (you can use communications bases as charge bases). For example, if you have 7 handhelds, you could have 5 charge bases and 2 communications bases.

## 2. Select the most effective location for the Moneris wireless communications base:

Consider these factors when deciding where to put the wireless communications base(s) for your mobile POS solution:

<input type="checkbox"/> On a flat, stable, horizontal surface.
<input type="checkbox"/> In the centre of the usage area with a large, open, unobstructed area surrounding the base.
<input type="checkbox"/> In the service area where the base allows the most coverage for the handhelds registered to it. The maximum coverage range will vary depending on the environment: <ul style="list-style-type: none"> <li>• Indoor max. = 60m (196 feet)</li> <li>• Outdoor max. = 120m (393 feet)</li> </ul>
<input type="checkbox"/> At least 3m (10 feet) away from any microwave oven.
<input type="checkbox"/> At least 2m (6.5 feet) away from any other Moneris wireless communications bases.
<input type="checkbox"/> At least 2m (6.5 feet) away from any other wireless devices operating at 2.4GHz (e.g., Wi-Fi devices, wireless routers, cordless phone bases, etc.).

### Protect the base from:





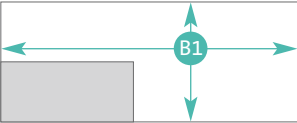
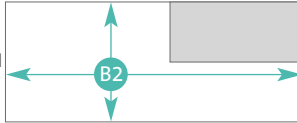

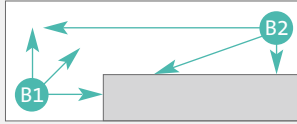
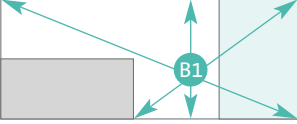
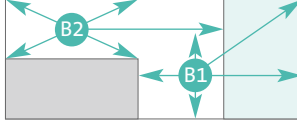
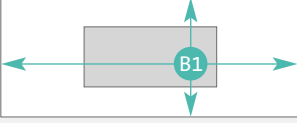

- Dampness
- Vibrations
- Liquid spills (this includes rain)
- Inclement weather (e.g., precipitation, high winds)
- Dust
- Extremely high and low temperatures
- Electromagnetic radiation (e.g., from motors, compressors, computers, radio transmitters, etc.)

### Avoid placing the base near:

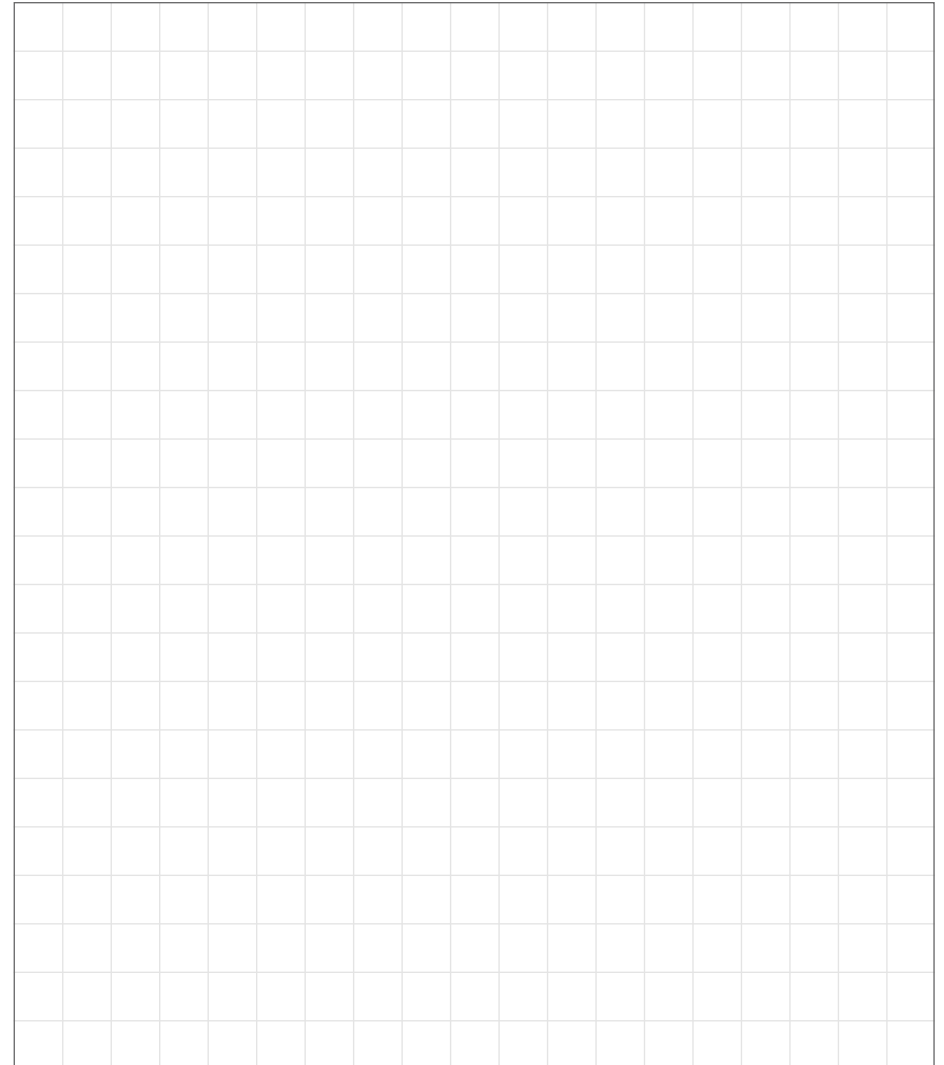
- Computer screens including large screen monitors
- Microwave ovens
- Anti-theft barriers, etc.
- Elevator shafts
- Cordless and cellular phones
- Security radios and walkie-talkies
- Cash registers
- Mirrors
- Televisions including flat screen televisions
- Blenders and food processors
- Air conditioning units
- Ventilation fans
- Large, metal, horizontal or vertical surfaces (e.g., large appliances, vending machines, steel cabinets, metallic blinds, metal countertops, etc.)

### 3. Create a floor plan of your location:

Consider these examples of retail and restaurant environments with suggested base locations as well as the factors listed on page 3 of this checklist when deciding where to put the wireless communications base for your mobile POS solution.

Legend	 Communication Base (1 or 2)  Kitchen or Back Office  Range of Coverage  Outdoor Area	
1. MULTI-LEVEL PLAN	 and 	
2. L-SHAPED PLAN	 or 	
3. INDOOR/ OUTDOOR PLAN	 or 	
4. CENTRE OBSTRUCTION PLAN	 or 	

Use the space below to create a floor plan of your location. Include all cash register locations, power outlets, Ethernet and dial wall jacks, and any obstacles (see page 4 for examples). Keep your floor plan on hand in case you want to try different locations for the communications bases.



## Need help?

- Visit [moneris.com/support](http://moneris.com/support) to:
  - download an additional copy of this installation checklist
  - consult the operating manual, in WebHelp format, for your short-range mobile solution

## Contact us

- Call Moneris Customer Care toll-free at **1-866-319-7450** (24/7)
- Send us a secure message 24/7 by logging in to Merchant Direct® at [moneris.com/mymerchandtdirect](http://moneris.com/mymerchandtdirect)

## Other resources

- Visit [shop.moneris.com](http://shop.moneris.com) to purchase point-of-sale supplies and receipt paper
- Visit [moneris.com/insights](http://moneris.com/insights) for business advice, payment news & trends, customer success stories, and quarterly reports & insights

## Notes

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