PAYMENT TERMINAL

Quick Start Guide
Global Payments Terminal — P630

Welcome to your Global Payments Terminal — P630 Quick Start Guide! This guide is designed to help you quickly set up, connect, and start processing payments with your device. Follow these straightforward steps, and you'll be ready to serve your customers in no time.
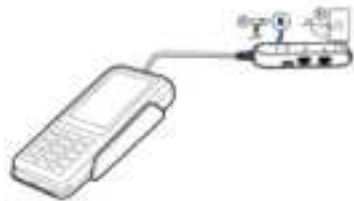
Powering your terminal ON/OFF

Your P630 terminal uses a dongle cable for power.

Power ON:

- Insert the power cable into the dongle cable and connect it to a power source
  - *When using a POE dongle, please ensure you have a POE router or switch to provide the power to the P630 PIN Pad.*

- Press and hold the Power Button (located on the left side of the device) until the screen lights up

Power OFF:

- Press and hold the Power Button until the User Menu appears on the screen

- Tap **[Power Off]** to shut down the device

Manager password

To set up your personalized manager password, kindly reach out to Global Payments Customer Care Centre at **1-888-682-3309**. Please note that the password should consist of 7-12 characters or digits.

Network configuration

Your P630 supports Wi-Fi and Ethernet connections. Follow the steps below based on your preferred connection method.

For a Wi-Fi set-up

1. Access the **Settings** menu
2. Tap **Network & Internet**
3. Tap the **Wi-Fi** icon and ensure the **Wi-Fi toggle button** at the top right is turned **ON** to display available networks
4. Tap th**e SSID(network name)** you want to connect to from the list
5. Enter the Wi-Fi password, and then tap **[CONNECT]**

For an Ethernet set-up

1. Insert the Ethernet cable to the P630 Dongle cable and connect it to the power source

Note: The port on the Dongle Cable says ETH for Ethernet. The RS232 port looks the same but should not be used.

Note: If using a POE dongle, the merchant is responsible for providing the power-over-ethernet network.

2. Once connected, the Ethernet icon will appear at the top right corner of the screen, indicating a successful ethernet connection.

Performing a sale transaction

1. Initiate a transaction from the POS
2. Key in the transaction amount and tap **[✔]**.
3. The cardholder taps/inserts/swipes their payment method and follows the prompts on the screen for each card entry.
4. Transaction complete

Additional resources

Visit the Global Payments Help Centre at https://help.globalpay.com/en-ca/products/terminals/terminal or scan the QR code on the side for additional support materials for your device(s). Should you have any questions or require additional instructions, please contact the Global Payments Customer Care Centre at **1-888-682-3309**.

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