

Quick Start Guide

Move 3500 WiFi

ingenico
GROUP

What's in the box?

1. Card Payment Terminal
2. Charging Base
3. Power supply unit
4. Receipt Rolls
5. Window decal
6. Quick Reference Guide



 **BOI UK**
Payment Acceptance

A division of 

Function Keys



- Menu - Use this button to access the main functions menu on the terminal
- Cancel - Use this button to cancel and revert back to the previous screen
- Clear - Use this button to clear back or delete characters when keying in text/numbers
- Enter - Use this button to confirm selection on the terminal

Getting started

Please connect the Power Supply unit to mains power close to the desired location of the terminal. Connect the Power supply cable to the port shown.



Once the Base is connected, place the terminal in the charging base and allow the device to power up. This will take approximately 2 minutes.

To connect the terminal to your Wi-Fi network, please follow these steps

1. Press the yellow button, this will request an administrator password which is 123456, and press Enter to Confirm, and enter the Administrator Menu
2. Using the up/down keys scroll down to WIFI Profile option. Press Enter to confirm.
3. Select Scan Networks and press Enter. The terminal will scan for available networks.
4. Select the name of your network. If your router/Modem has a 2.4G and a 5G channel select the 2.4G option.

5. Enter your WIFI password using the keypad. Confirm the password is correct and press

Enter to Continue.

6. The Wi-Fi indicator on the top of the screen will turn green

To confirm your terminal is connected and ready to accept Payments, perform a **connection test using the following steps**

1. Press the Menu Button

2. Select option "Connection Test"

3. Terminal Will Print a receipt with "Connection OK" printed near the top.

4. Your terminal is now ready to use

Please consult your Quick reference guide provided for instructions on performing transactions.

Support

BOIPA.co.uk/customer-support

support@BOIPA.com



EVO Payments UK Ltd trading as BOI UK Payment Acceptance is registered in the UK under Companies House number 13527680. Further trading name of EVO Payments UK Ltd is BOIPA UK. EVO Payments UK Ltd is authorised and registered by the Financial Conduct Authority under the Payment Services Regulation 2017 (FRN 959332) for the provision of payment services and under the Consumer Credit Act (FRN 966552) for the undertaking of terminal rentals. EVO Payments UK Ltd trading as BOI UK Payment Acceptance is not a member of the Bank of Ireland Group. BOI UK Payment Acceptance has entered into a marketing alliance with the Bank of Ireland (UK) plc. BOI and the Tree of Life logo are trademarks of The Governor and Company of the Bank of Ireland and are being used under license by EVO Payments UK Ltd, trading as BOI UK Payment Acceptance.