

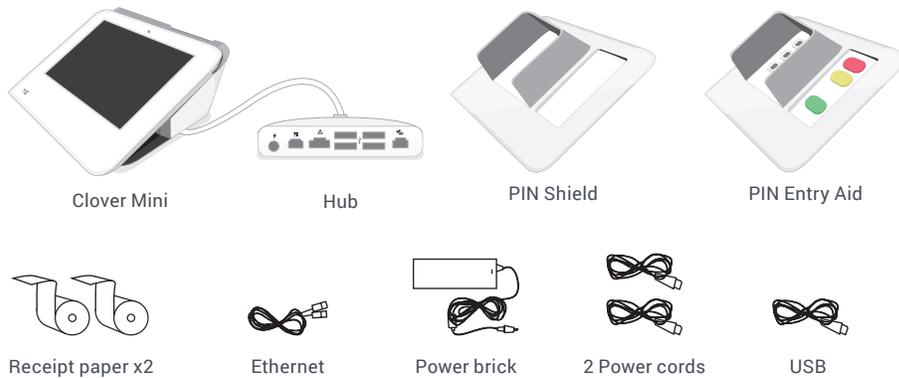


Congratulations  
on the purchase  
of your new  
Clover Mini



# Set Up the Hardware

## What's included



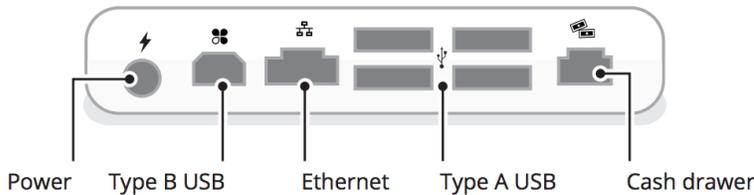
Screwdriver

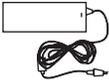
### NOTE

The white USB cord provided can be used to plug into the Hub and connected to other accessories (such as the cash drawer, scanner, etc.)

## Plug in the cables for your Clover Device

### Hub Ports



1. Based on your desired setup, plug the ethernet cord, cash drawer cord, and USB cords for accessories into Clover Mini's hub
2. Plug the black power brick's circular cord into the white Hub 
3. Plug the black power cord into the black power brick on one end and plug the other end of the cord into a wall outlet 

When Clover Mini powers on, you will see a Clover logo appear on screen

## Insert Printer Paper into Clover Mini

1. Pull open the back panel of the Clover Mini
2. Insert the paper roll so that the paper is sticking out of the top
3. Pull the paper out and close the panel, pushing until you hear a click



### NOTE

In order to switch the direction of Clover Mini's hub cord, turn Clover Mini over to access underside. Use provided screwdriver to loosen green screw and switch cable to desired direction. Tighten green screw until the screw's head is level with the charging cable

### IMPORTANT

If you've plugged in the power cable and Clover Mini has not powered on:

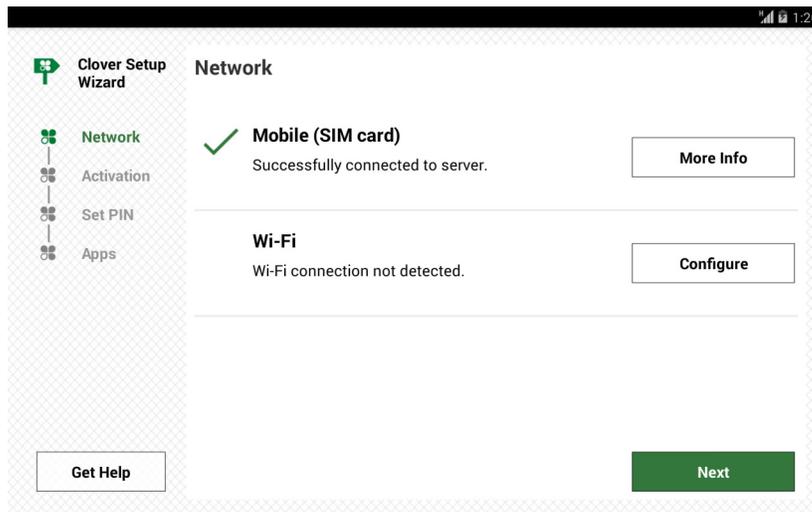
1. Leave Clover Mini plugged into a power source for at least 30 minutes to allow the backup battery an opportunity to charge.
2. Unplug all cables from Clover Mini hub
3. Press and hold the power button for 20 seconds, located in the back receipt compartment of Mini
4. Plug the black power cable back into Clover Mini hub

## Connect Clover Mini to a Network

Once your Clover Mini has started, select your primary language that you would like Clover to be set up in.

### Connect Device via 3G *If Applicable*

1. On the Network Connection screen, please wait about a minute for the SIM card to verify that it's connected to the 3G network.
2. Tap Next when green check mark appears.



#### IMPORTANT

High-traffic activity on the same Internet Connection as your Clover Mini, such as streaming music or videos, can disrupt or delay your processing. You should either avoid this activity or ensure that you have sufficient bandwidth to support simultaneous activities.

#### IF APPLICABLE

3G Connection is only available if you purchased a 3G enabled Clover Mini. If you do not see "Mobile (SIM card)" as an option, your Mini is not 3G-enabled, and you should proceed to set up an Ethernet or Wi-Fi connection.

#### NOTE

If red X appears when connecting to 3G, tap More Info and then Try Again.

### Using Clover's 3G Data Plan *In North America*

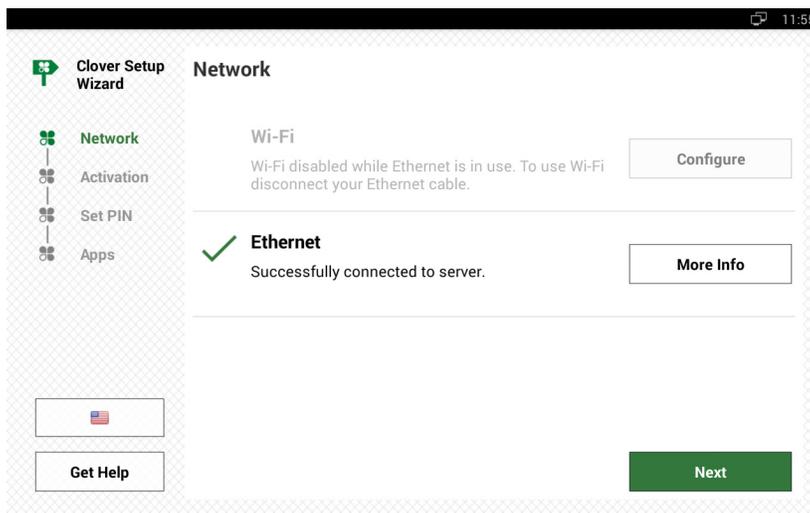
In North America, Clover offers a 3G data plan powered by T-Mobile and AT&T. To use the T-Mobile or AT&T data plan, you must enable it in the Wireless Manager app.

1. Tap Wireless Manager app from the homescreen of your Clover Mini or Mobile.
2. Any Clover 3G plan SIM cards display on the screen.
3. If a SIM is disabled tap Enable.
4. If device does not connect to 3G immediately, please restart your Clover device.

# Connect Clover Mini to a Network

## Connect Device via Ethernet

1. Once the ethernet cord is already plugged into the Mini hub and your modem, router, or switch, your Mini will automatically try and connect to the internet
2. You may need to tap Check Connection if the Clover Mini did not automatically try to connect
3. It may take up to two minutes for the Clover Mini to detect the connection, so wait two minutes and tap the Check Connection button again

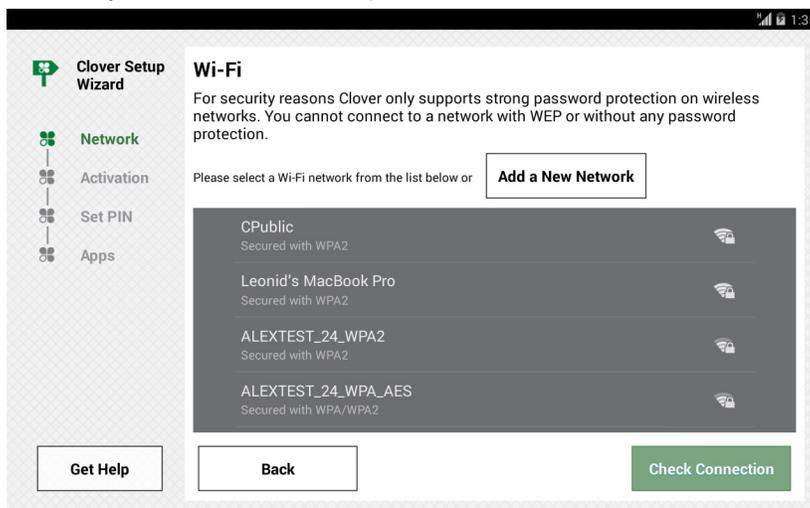


### IMPORTANT

High-traffic activity on the same Internet Connection as your Clover Mini, such as streaming music or videos, can disrupt or delay your processing. You should either avoid this activity or ensure that you have sufficient bandwidth to support simultaneous activities.

## Connect Device via Wi-Fi

1. On the Network Connection screen, tap Wi-Fi.
2. Select your wireless network from the list of available wireless networks.
3. Enter in your wireless network password.



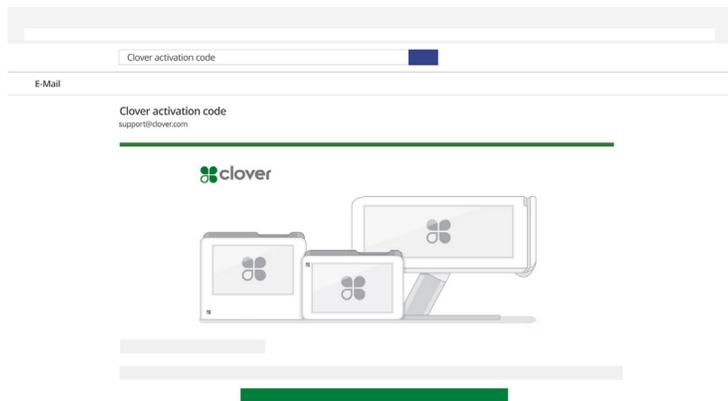
### NOTE

If you do not see your Wi-Fi network name, you may have a WEP or open access network. Please connect your Clover Mini to a WPA or WPA2 network for PCI compliance reasons.

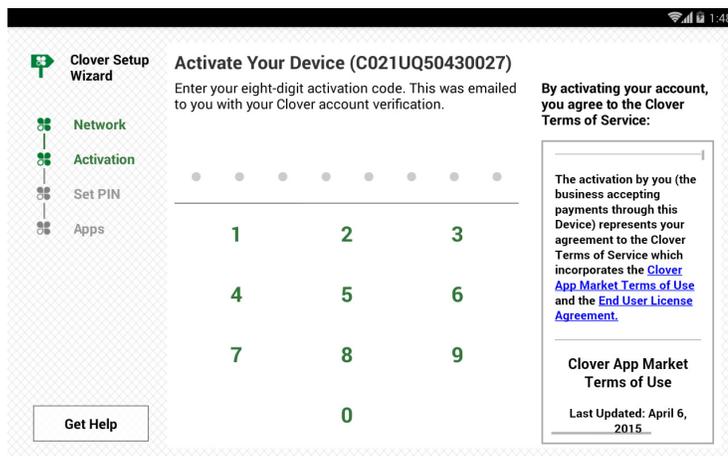
# Activate Your Clover Mini

## Locate & enter your activation code

1. Look for emails from Clover Support (app@clover.com) that contain your activation code(s)
  - For your convenience, we will resend an activation code email to you when your device first connects to the Internet. Look for the subject line "Clover Activation Code"
  - If you have already set up your Web Dashboard account on [www.clover.com/home](http://www.clover.com/home), you can log into the Web Dashboard and find the activation code listed at the top
2. Activation codes are unique and provided for each device
  - If you ordered multiple devices, you will need to enter the correct activation code per device, based on the device's serial number
  - The serial number of your device can be found at the top of the activation screen or in the tag in the printer section of your Clover Mini
3. Locate the activation code for the serial number of the device you wish to activate



4. Enter the 8-digit activation code using the number pad on the touchscreen



### NOTE

If you can't find the email, try searching in an All Mail folder or check your spam folder.

### NOTE

Your device may reboot several times during the installation process. This is normal as Clover updates its Operating System, and you will be able to continue setting up your merchant account after it reboots.

### NOTE

If you believe your code is incorrect or you receive an error, please contact Clover Support

# Install Apps & Customize your device

## Set up your Admin Account

If you're activating your first Clover device, you'll be prompted to create an Admin PIN.

1. Enter a 4 or 6-digit PIN that you would like to use to access your Clover devices as the owner/admin
2. Re-enter that 4 or 6-digit PIN to confirm

### NOTE

You can change this PIN in the future in the Employees app



## Install apps and access the App Market

After entering your activation code, your apps should begin installing. Please wait until the install process is complete.

You can customize your Clover by installing additional apps in Clover's App Market.

## Customize your PIN, tip, and signature settings

You will be customizing your device for the first time. Remember, you can always make changes to these settings in the Setup app.

Customize your device with the following questions:

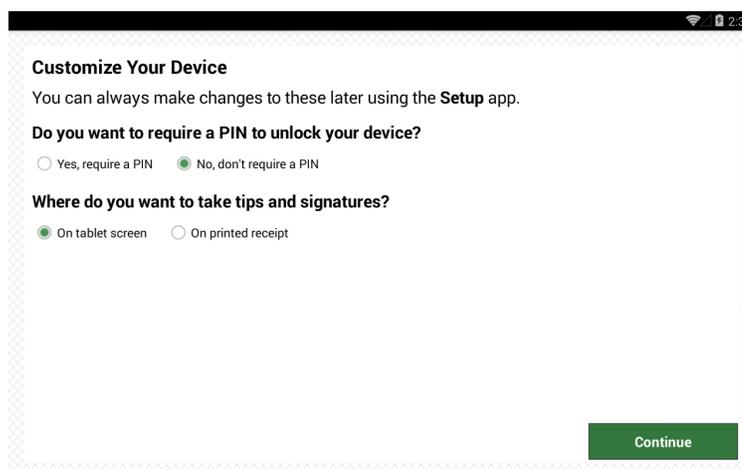
3. Do you want to require a PIN to unlock your device?
  - Yes, require a PIN
  - No, don't require a PIN
4. Where do you want to take tips and signatures?
  - On tablet screen
  - On printed receipt
5. Tap Continue to complete customization

### NOTE

If you plan to accept tips, please make sure the closeout time is at least an hour after your business has entered tips for the day.

### NOTE

If you do not see an option for tips, your account is not yet tip enabled. Call Support and request to enable tips.



# Change Reboot Time and Employee PINs

## Change Reboot Time on Clover Mini

Clover Mini needs to restart once every 24 hours to install any necessary updates for your Clover system. Please select a reboot time that will not be disruptive to your business.

1. Swipe down from top-right of the device (near the clock).
2. Tap Settings.
3. Scroll down to About Mini.
4. Tap Reboot time.
5. Set a time and tap Done.

## About Employee PINs

A PIN allows you to provide different permissions levels to different employees, as well as track their activities.

You may choose to operate without a PIN, however the PIN-less login does not allow for advanced functionality associated with an owner.

## To Set Up or Change an Employee PIN

1. Tap the Employees app from the homescreen of your Clover device.
2. Tap the Employee name.
3. Tap the Edit button.
4. Type in either a four or six digit PIN.
5. Tap the Set Employee PIN when done.
6. Repeat steps for any additional employees.

### NOTE

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You can change employee PIN length to either 4 or 6 digits in the Employees app's Setup tab in the Web Dashboard.

## To Allow Login Without an Employee PIN

1. Tap the Employees app from the homescreen of your Clover device.
2. Tap the Setup button.
3. Select the Allow unlocking your Clover Mobile or Mini without a PIN (as "Employee") option.
4. Tap Done.

### NOTE

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If logged in without a PIN, you can access the owner functionality by tapping the lock icon on bottom-right of device and tapping Enter PIN.

# PIN Entry Aid and Accessibility

## The Clover Mini PIN Entry Aid

The PIN entry aid can be used to assist cardholders with certain disabilities who may have difficulty using a touchscreen to enter their PIN. It features raised tactile keys, a familiar numerical layout and large color-coded function buttons on a transparent silicon base. The aid also features a privacy shield for added security when entering a PIN.



Mini PIN Shield & Entry Aid (Front)



Mini PIN Shield & Entry Aid (Back)

### IMPORTANT

Your PIN Entry Aid should match the images shown to the left. It should be translucent in appearance with no visible attachments, markings or modifications.

For security purposes, please contact us immediately if you notice any differences.

## Additional Accessibility Features

Clover Mini incorporates other native Android accessibility features such as larger text and magnification gestures (not available during secure PIN entry). These features can be found in the Accessibility menu in your device's Settings.

# Taking Transactions on Clover Mini using the PIN entry aid

1. Open the Sale or Register app
2. Enter the sale amount in Sale app or select items in Register app
3. Tap Charge in Sale app or Pay, then Charge on card in the Register app
4. Insert chip-card, Swipe magnetic strip card,
  - For an EMV chip-card payment



- For an NFC-enabled chip-card, Apple Pay, or Android Pay



- For a magnetic swipe payment



5. Tap **USE AID** button and follow the on-screen instructions to securely place the aid over the screen and allow the customer to enter their PIN



6. Remove Aid after payment is completed and the customer removes their card.
7. Select your receipt option: Print, Email, or Text
8. Tap Done

## NOTE

If verifying signature, the customer will need to sign and return the device to an employee. The employee will need to verify the signature by tapping Verify