

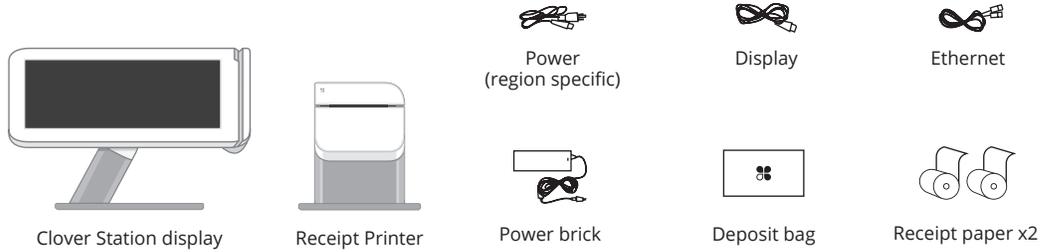


Congratulations
on the purchase
of your new
Clover Station



Set Up the Hardware

What's included

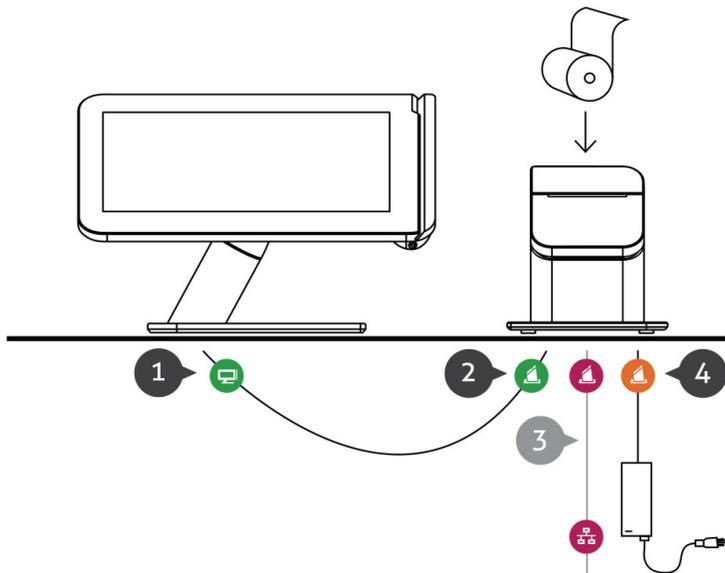


Plug in the cables for your Clover Station

1. Plug the L-shaped end of the Display Cable into the Display
2. Plug the other end of the Display Cable into the Printer
3. If using a wired network, plug the Ethernet Cord into the Printer
4. Plug the power cable into the power brick
5. Plug the Power Cable into the Printer
6. Plug the Power Cable into a power source

NOTE

(Optional) Plug the RJ-11 Cable that came with your Cash Drawer into the Printer

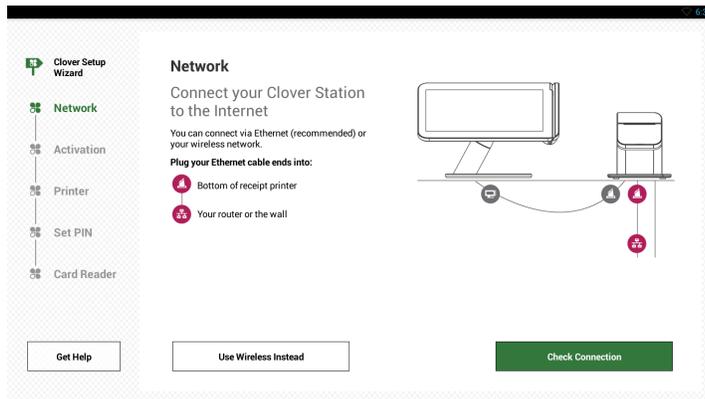


Connect Clover Station to a Network

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

Connect Device via Ethernet

1. If your ethernet cord was already plugged into the Clover Station Printer (before it powered up), your Clover Station will automatically try and connect to the internet
 - If not, go ahead and plug your ethernet cord into the Clover Station Printer



2. You may need to tap Check Connection if the Clover Station did not automatically try to connect

IMPORTANT

High-traffic activity on the same Internet Connection as your Clover Station, 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.

NOTE

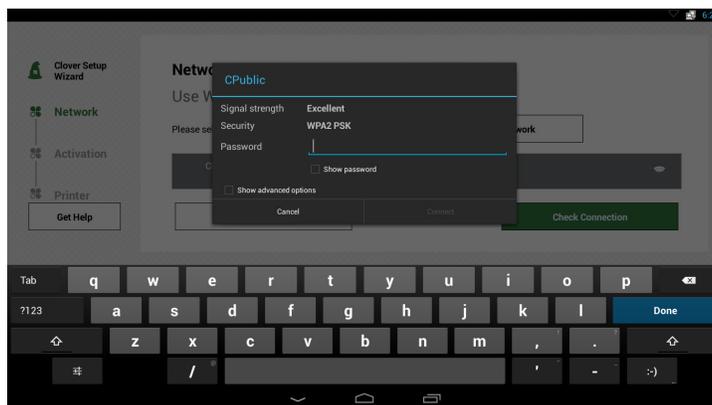
It may take up to two minutes for the Clover Station to detect the connection, so wait two minutes and tap the Check Connection button again

Connect Device via Wi-Fi

1. If your ethernet cord is not plugged in, you will be taken to 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

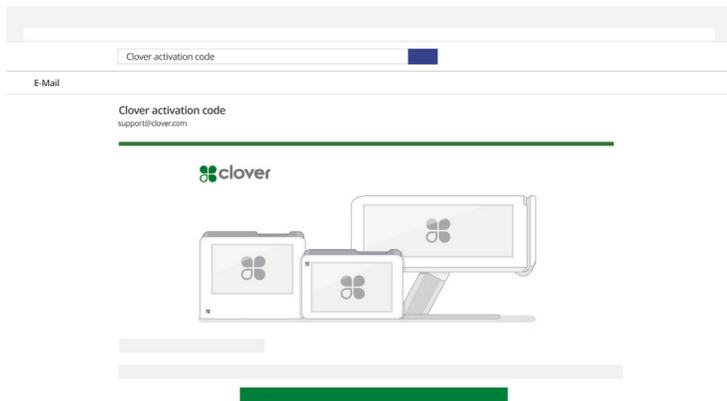
If you do not see your Wi-Fi network name, you may have a WEP or open access network. Please connect your Clover Station to a WPA or WPA2 network for PCI compliance.



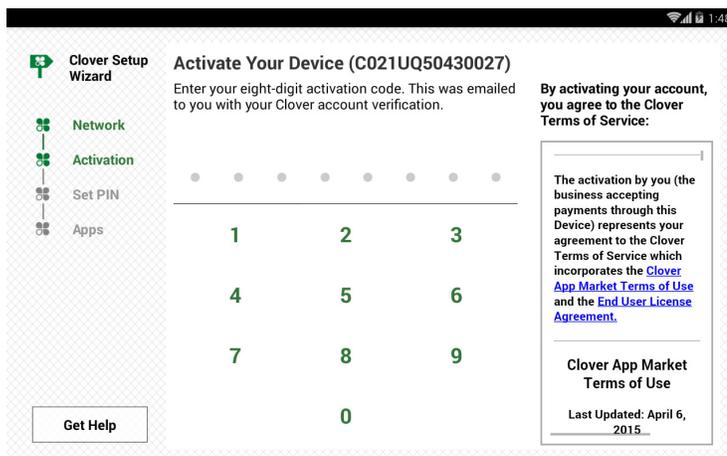
Activate Your Clover Station

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, 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 Station
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.

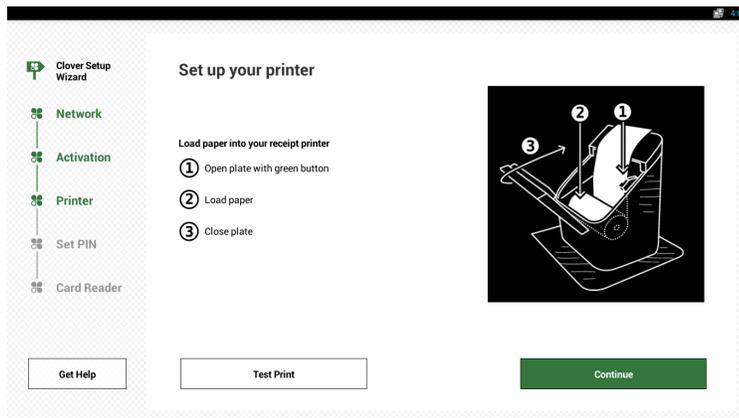
NOTE

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

Set up Station Printer & Admin Account

Insert paper roll into printer

1. To insert receipt paper into the Station Printer, pull open the front panel of the Clover Station Printer
2. Push the green button to open the printer plate and pull the plate back until it sticks to the front panel
3. Insert the paper roll so that the paper is sticking out of the back-side of the roll
4. Pull the paper back and close the front panel, pushing until you hear a click
 - When closed correctly, the Printer will automatically cut the extra receipt paper
 - If the Printer does not cut the extra paper, press down on the front panel and ensure that it is completely closed



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 & Customize your device



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.

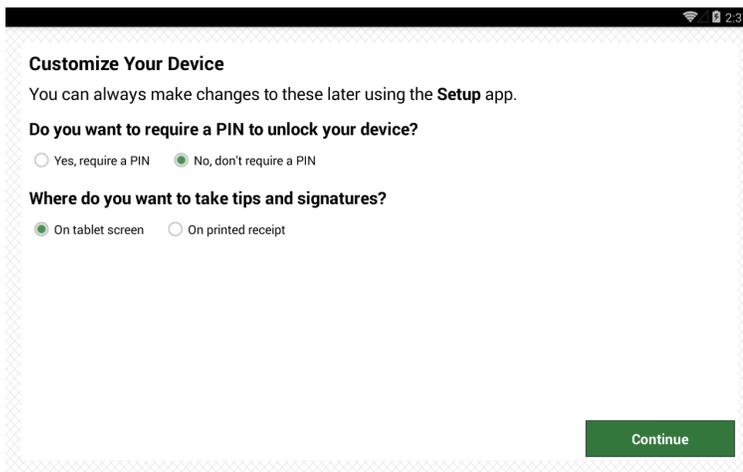
You can customize your Clover by installing additional apps in Clover's App Market.

Customize your PIN, tip, and signature settings

We 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:

1. Do you want to require a PIN to unlock your device?
 - Yes, require a PIN
 - No, don't require a PIN
2. Where do you want to take tips and signatures?
 - On tablet screen
 - On printed receipt
3. 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.

Set Employee PINs & Take Transactions

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 a 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 Set Employee PIN when done.
6. Repeat steps for any additional employees.

NOTE

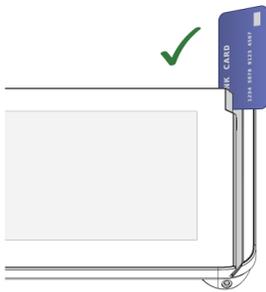
You can change employee PIN length to either 4 or 6 digits in the Employees app's Setup tab in the Web Dashboard.

Taking Transactions on Clover Station

1. Open the Register or Manual Transaction app.
2. Enter the sale amount in Sale app or select items in Register app
3. Tap Charge in Sale app or Pay in Register app
4. Swipe magnetic stripe card or take a cash or other payment

NOTE

Apple Pay, Android Pay, EMV chip-card insert and chip-card contactless payments can be taken on a tethered Station-Mini solution.



5. Ask the customer to sign as necessary and enter a tip if enabled
6. Select your receipt option: Print, Email, or Text
7. Tap Done