datacandy

Move/Desk 5000 Terminal Activation

globalpayments

If your terminal has been provided by <u>GLOBAL PAYMENTS</u>:

To complete the activation of the DataCandy application on your payment terminal, you will need to request the download the DataCandy application on your terminal to your provider.

      a.   Contact your **GLOBAL PAYMENTS representative or GLOBAL PAYEMENTS Merchant Support** to **request the DataCandy application download** on your terminal.

CHASE

If your terminal has been provided by <u>CHASE</u>:

To complete the activation of the DataCandy application on your payment terminal, you will need to request the download the DataCandy application on your terminal to your provider.

      a.   Contact your **CHASE representative or CHASE Merchant Support** to **request the DataCandy application download** on your terminal.

TD

If your terminal has been provided by <u>TD</u>:

To complete the activation of the DataCandy application on your payment terminal, you will need to request the download the DataCandy application on your terminal to your provider.

      a.   Contact your **TD representative or TD Merchant Support** to **request the DataCandy application download** on your terminal.

Elavon **paystone**

If your terminal has been provided by <u>ELAVON/Paystone</u>:

To complete the activation of the DataCandy application on your payment terminal, you will need to request the download the DataCandy application on your terminal to your provider.

      a.   Contact your **PAYSTONE representative or PAYSTONE'S Merchant Support** to **request the DataCandy application download** on your terminal.

Move/Desk 5000 Terminal Activation

In order to complete the activation of the DataCandy application on your payment terminal, you will need the Initialization Code and Merchant Password that were provided to you by DataCandy.

ACTIVATION

1. Press the Menu key **[Black Circle/Dot]** to access the main menu.
2. Select **DATACANDY.**
3. Select **Initialize Terminal**.
4. Enter the Initialization Code provided to you and press **OK (Green key)**.
5. Enter your Merchant Password provided to you and press **OK**.
6. You are now ready to start using your terminal for gift or loyalty card transactions.
* When no EMPLOYEE IDs have been set, transactions are assigned to a generic EMPLOYEE ID (99).
* It is recommended that you assign an EMPLOYEE ID to each of your employees. This will allow you to track the transactions done by each employee. See the section MANAGING EMPLOYEE IDs to learn how.
* Once you set one or more EMPLOYEE IDs, the prompt for EMPLOYEE ID and EMPLOYEE PASSWORD will be displayed at each transaction.

MANAGING EMPLOYEE IDs

1. Press the Menu key **[Black Circle/Dot]** to access the main menu.
2. Select **DATACANDY.**
3. Select **SETTINGS.**
4. Enter the ADMIN PASSWORD (12345) and press **OK**.
5. Select the **PERMISSIONS**.
6. Select **EMPLOYEE LIST**, this menu will allow you to:

   Adding a new EMPLOYEE ID
   a. Select **ADD**.
   b. Enter the **EMPLOYEE ID** and press **OK**.
   c. Enter the **EMPLOYEE PASSWORD** and press **OK**.
   d. Repeat these steps as necessary.
   NB: To hide the screen keyboard, press the down arrow.

   Removing a new EMPLOYEE ID
   a. Choose the **EMPLOYEE ID** you want to remove.
   b. Select **REMOVE.**