

Welcome to Payanywhere.

Smart Point of Sale



EMV chip card and magstripe reader

Front camera

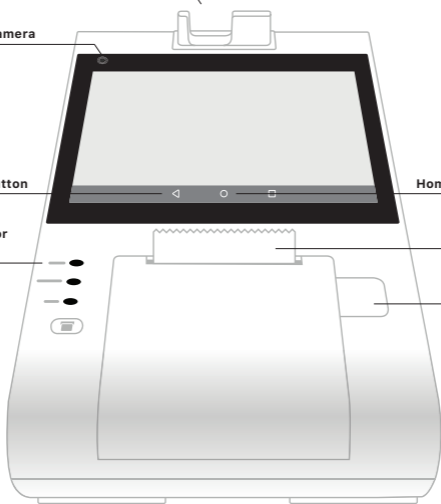
Back button

Indicator lights

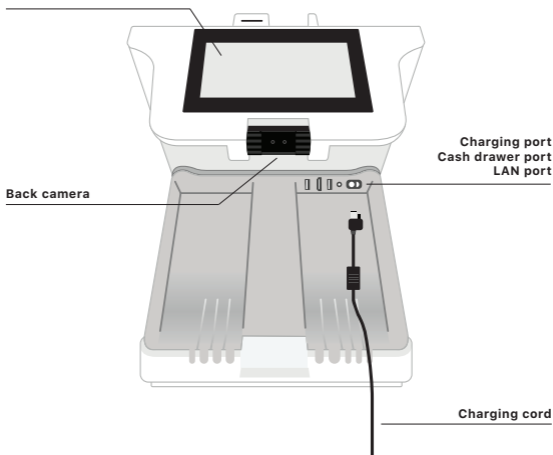
Home button

Receipt printer

Printer release

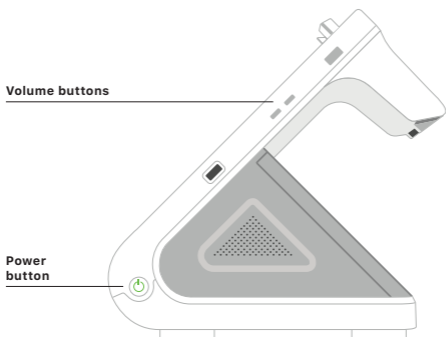


**NFC contactless
reader area**



Volume buttons

**Power
button**



Get started.


For help with your first-time setup, call 888.579.4787

Back cover


On the back of the terminal, there are multiple ports to add accessories and provide power to the device. From left to right: Cash Drawer to connect the cash drawer; RS232; LAN A and LAN B for bi-directional Ethernet connections using DSL or Cable; USB-Host; HDMI; USB-OTG; Audio Jack; AC Power to power up the terminal.

Power up


1. Remove the silver cover on the back of the terminal to reveal the charging port.
2. Connect the AC charging cord into the power adapter and plug the semi-circle plug into the terminal charging port labeled POWER.
3. Plug the charging cord firmly into a power outlet.
Place the cover back onto the terminal.
Press and hold the power button located on the right side of the terminal.

 **We recommend keeping your device plugged in at all times.
The device must be plugged in to print receipts.**

Configure settings

1. Tap the Settings app icon  from the terminal's home screen.
2. Tap Date & Time to ensure your time zone is correct. An incorrect time zone will impact your funding.
3. Tap WiFi under Wireless and toggle WiFi to on.
4. Select your desired network, enter the password (if necessary), and tap Connect. If you are unable to connect to a WiFi network, your terminal is equipped with 4G cellular connectivity.
5. You should see a Connected status on your selected network.
6. Return to the terminal's home screen by tapping the Home icon.

Log in to the Payanywhere app

1. From the home screen, tap the Payanywhere app icon. 
2. Log in using the QR code provided in your Welcome email. Or, log in with the email address and password you used when creating your account.

Changing the paper roll

1. Press the printer release button next to the printer to pop the printer door open.
2. Insert the paper roll with the paper pulling from the back and out of the top of the printer. Pull about 2" of paper out and close the lid until snaps into place.

 **Receipt paper size is 3 1/8". Order hardware accessories at paymentshub.com**

Complete a sale.

Choosing a theme

Payanywhere's default Terminal theme works just like a traditional credit card terminal. For advanced features like inventory and open tabs, switch to the Retail theme. You can change your theme by navigating to Settings → Theme.



Terminal theme

1. Enter a dollar amount on the New Sale screen.
2. Insert an EMV chip card into the terminal. Or, select the desired payment method at the bottom of the screen.
3. Your customer will sign and tip, if necessary.
4. Email, print, or SMS text a receipt to your customer.

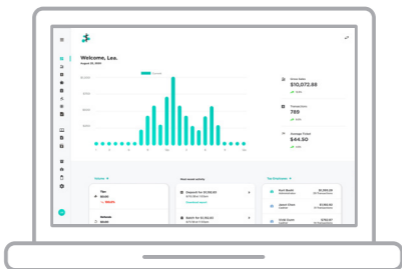
Retail theme

1. Add one or more items to your cart. Tap Charge to proceed to checkout, or tap Create Ticket to create an open ticket.
2. Insert an EMV chip card into the terminal. Or, select the desired payment method from the Checkout screen.
3. Your customer will sign and tip, if necessary.
4. Email, print, or SMS text a receipt to your customer.

Access Payments Hub.

Log in

Payments Hub is the online hub to manage your business. Navigate to paymentshub.com and log in with the email address and password you used when creating your account.



View activity

See real-time sales data, transactions, deposits, statements, and generate reports.

Create employees

Assign administrators, managers, cashiers, reporters, or staff with customizable levels of access.

Manage account

Update your personal and business information, manage disputes, and integrate with third-party services.

Accept payments

Process credit card payments in a web-based virtual terminal. Send recurring invoices that customers pay online.

Manage inventory

Build or import a product library and track stock. Create items with price variants, categories, modifiers, and discounts.

Order supplies

Purchase receipt paper, hardware, and accessories.

Learn more.



Help and tutorials

payanywhere.com/help
youtube.com/payanywhere



Customer support

custservice@payanywhere.com
877.387.5640



Product feedback

feedback@payanywhere.com

FCC Regulations

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference and (2) this device must accept any interference received, including interference that may cause undesired operation. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the body of this equipment is a label that contains among other information a product identifier. If requested, this number must be provided to the telephone company.

RF Exposure Information

This device meets the government's requirement for exposure to radio waves. This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government.

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