Quick Start Guide
Global Payments Mobile Pay

To get started with your Mobile Pay solution, follow the steps below to pair the reader with your iOS® or Android™ mobile device:

1. Ensure that both your mobile device and Mobile Pay reader are powered on. **Press and hold the blue button** located on the top of the Mobile Pay reader. The screen will illuminate and display the Global Payments logo.

2. On your mobile device, navigate to the **Settings** menu and then to the **Bluetooth** menu.

3. Once the Mobile Pay reader has completed its boot up cycle, the screen will display the **Bluetooth** icon in the top left corner. On the Mobile Pay reader, press the black Bluetooth button, located on the front of the device. The blue light should start flashing rapidly, signifying that the reader is ready to pair.

4. On your mobile device, start scanning for nearby devices. When the Mobile Pay reader appears on the list, tap it to start pairing. (**NOTE:** The Mobile Pay reader will display on your mobile device as "card reader XXX", where "XXX" represents the last three (3) numbers of the serial # printed on the back of the device, as shown below).

5. Once the phone has successfully paired, load the Mobile Pay app. You will sign in using the email address and password selected during the Account Activation process.

6. Within the Mobile Pay app, navigate to the **Settings** menu. If you have an Android™ device, you will tap the **Menu** icon in the top left and select **Settings**. If you have an iOS® device, you will first tap the **More** icon and then tap **Settings**.

7. Once in the **Settings** menu, select **Card Reader**. The paired reader will be displayed. Select the reader to enable it.

8. Great! Your Mobile Pay reader and mobile device are now successfully paired and you're ready to begin accepting credit and debit payments.